

Anti-Modern Slavery and Human Trafficking Policy

Our Commitment

Basingstoke ITEC Ltd is committed to understanding all potential modern slavery risks relating to its business and to ensuring the business and its supply chains are free of modern slavery and human trafficking.

As a training provider, we acknowledge our responsibility to take a robust approach to slavery and human trafficking and to comply with all principles of the Modern Slavery Act 2015.

Objectives

Modern slavery is a criminal offence under the Modern Slavery Act 2015. Modern slavery can occur in various forms, including servitude, forced or compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. This policy sets out how Basingstoke ITEC aims to prevent opportunities for modern slavery to occur within the Company or any areas of our supply chain.

Key Contacts

The responsibility for the prevention of modern slavery and for ensuring the policy and its implementation complies with our legal and ethical obligations, rests with the Board of Trustees. The General and Deputy Manager are responsible for the implementation of this policy and for ensuring those who report to them understand and comply with this policy. This policy can be accessed by all employees through the staff shared drive.

Scope

This policy applies to all Basingstoke ITEC employees as well as to all suppliers, contractors and business partners.

Organisation and Structure

We are a UK based training provider who offer apprenticeship programmes, traineeships and commercial training courses across a range of business sectors.

The scope of our business is within the United Kingdom only.

Given the nature of our supply chain, we do not deem any particular activities or countries in which we operate, as high risk in relation to modern slavery.

Relevant Policies

Basingstoke ITEC operates the following policies that describe its approach to the identification of modern slavery risks and steps to be taken to prevent slavery and human trafficking in its operations:

Disclosure Whistleblowing policy

Basingstoke ITEC is committed to operating business in an open and accountable way. We encourage our employees, customers and business partners, to come forward and voice

concerns about any aspect of our work both in relation to our direct activities or our supply chains. We recognise that employees are often the first to realise that there may be something seriously wrong happening within the business. This includes any circumstances that may give rise to an enhanced risk of slavery or human trafficking. The organisation's whistleblowing procedure is designed to make it easy for employees to make disclosures, without fear of retaliation. Employees, customers or others who have concerns can raise with the General if this is not satisfactorily rectified then employees should contact the Chairman of the Trustees.

Employee Code of Conduct

This policy provides guidance about how we strive to live our Company values and sets out how we expect our employees to behave and conduct themselves whilst at work. It also sets out what you can expect from us as an employer and highlights where you can find further information about work-related issues.

Supplier Code of Conduct

Basingstoke ITEC is committed to behaving and acting in an ethical manner and expects all its Suppliers to adhere to these standards. The Supplier Code of Conduct sets out the standards and principles we expect from our suppliers, contractors and business partners.

All of the documents and policies referred to within this Policy can be found on the organisations staff shared drive.

Due Diligence

Basingstoke ITEC are comfortable from our due diligence that there is no evidence of modern slavery or human trafficking in our organisation.

The organisation undertakes due diligence when considering taking on new suppliers, and regularly reviews its existing suppliers.

Should suppliers not meet our standards as set out in this policy and our code of conduct, we would consider invoking sanctions including the termination of the business relationship.

Review

The policy and procedure will be periodically reviewed on an annual basis.