

## Modern slavery statement for financial year 2022/23

This statement is made pursuant to s.54 of the Modern Slavery Act 2015 and sets out the steps that Equip4Work Ltd., also trading as Office Furniture Online has taken and is continuing to take to ensure that modern slavery or human trafficking is not taking place within our business or supply chain.

Modern slavery encompasses slavery, servitude, human trafficking and forced labour. Equip4Work Ltd has a zero tolerance approach to any form of modern slavery. We are committed to acting ethically and with integrity and transparency in all business dealings and to putting effective systems and controls in place to safeguard against any form of modern slavery taking place within the business or our supply chain.

### Our Business

Equip4Work Ltd is an online retailer of office furniture via its websites, [www.equip4work.co.uk](http://www.equip4work.co.uk) and [www.officefurnitureonline.co.uk](http://www.officefurnitureonline.co.uk). Categories of furniture supplied include:

- Office Furniture
- Lockers
- Materials handling
- Steps and ladders
- Display and presentation
- Signs
- Education Furniture
- Cleaning and hygiene
- Workshop
- Safety and Security
- Health and Safety
- Premises management
- Shelving and racking

This policy statement is circulated to all suppliers and will be reviewed periodically by the Core Management Team and Managing Director of the Company



## Our High Risk Areas

In the UK, distribution and installation have been higher risk areas and furniture manufactured overseas has also been identified as a high risk area.

## Our Policies

We operate a number of internal policies to ensure that we are conducting business in an ethical and transparent manner. These include:

1. **This Anti-slavery Policy**, which sets-out the organisation's stance on modern slavery and explains how employees can identify any instances of this and where they can go for help.
2. **Recruitment Policy**. We operate a robust recruitment policy, including conducting eligibility to work in the UK checks for all employees to safeguard against human trafficking or individuals being forced to work against their will.
3. **Whistleblowing Policy**. We operate a whistleblowing policy so that all employees know that they can raise concerns about how colleagues are being treated, or practices within our business or supply chain, without fear of reprisals.
4. **Anti-corruption Policy**. This code explains the manner in which we behave as an organisation and how we expect our employees and suppliers to act.
5. **Child Labour Policy Equip4Work Ltd.** This Policy prioritises children's rights for inclusion in company policies to establish expectations for employees, suppliers, subcontractors, customers and other business partners. Equip4Work does not and will not employ children, and this commitment is one the Company seeks to apply throughout its supply chain.
6. **CSR Policy**. We operate a CSR Policy so that employees, suppliers, customers and wider publics know that Equip4Work is a company that takes its Corporate Social Responsibilities seriously.
7. **Environmental Policy**. Our Environmental Policy confirms Equip4Work's commitment to minimising negative impacts upon the environment resulting from the course of our business activities.
8. **Health and Safety Policy** commits Equip4Work to continually improve upon its health and safety performance, delineates managerial and employee responsibilities and is in compliance with the Health and Safety at Work Act 1974.
9. **Equal Opportunities Policy** is designed to communicate to employees, suppliers, customer and wider publics that gender, ethnic background or sexual orientation are not taken into account in relation to any decisions made affecting the recruitment and/or promotion of staff.

## OUR SUPPLIERS

Equip4Work Ltd. operates a supplier policy and maintains a preferred supplier list. We conduct due diligence on all suppliers before allowing them to become a preferred supplier. We require suppliers to read, sign and return our Supplier Conditions of Trading and Code of Conduct. Suppliers can also submit their own signed and dated statement if they already have one, where it fulfils the requirements of Equip4Work Ltd.'s Supplier Conditions of Trading and Code of Conduct. We routinely perform an online search to ensure that a particular organisation has never been convicted of offenses relating to modern slavery. Our anti-slavery policy forms part of our contract with all



suppliers and they are required to confirm that no part of their business operations contradicts this policy.

In addition to the above, as part of our contract with suppliers, we require that they confirm to us that:

1. They have taken steps to eradicate modern slavery within their business
2. They hold their own suppliers to account over modern slavery
3. UK suppliers pay their employees at least the national living wage
4. International suppliers pay their employees the prevailing minimum wage applicable within their country of operations

We may terminate the contract at any time should any instances of modern slavery come to light.

### **TRAINING**

We regularly conduct training for our procurement/buying teams so that they understand the signs of modern slavery and what to do if they suspect that it is taking place within our supply chain.

### **Our performance indicators**

We will know the effectiveness of the steps that we are taking to ensure that slavery and/or human trafficking is not taking place within our business or supply chain if:

- No reports are received from employees, the public or law enforcement agencies to indicate that modern slavery practices have been identified.

This statement was approved by the Core Management Team on 01/03/21

**Managing Director**

01/03/22

