

## Modern Slavery and Human Trafficking Statement

Extraman recognises that all businesses have an obligation to prevent slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business and within the supply chains through which it operates.

Modern slavery can take many forms including the trafficking of people, forced labour, servitude, and slavery.

As a recruitment business, we take our responsibility for supplying staff extremely seriously and are aware of the potential for being targeted by traffickers and unlicensed gangmasters. Our own processes around candidate engagement ensure our employees are alert to the signs of exploitation, in order that we may take the necessary action promptly and effectively should it be identified. Sectors affected include, but are not limited to, construction & property, engineering & manufacturing, and health & social care.

This statement focuses specifically on Extraman's compliance with the Modern Slavery Act 2015 (the Act) and highlights the steps we take to ensure there is no slavery or human trafficking occurring within the organisation or its supply chains. One of our Company's most valuable assets has always been its reputation for integrity and fairness. Maintaining this reputation within our market is an essential pre-requisite to our continued success.

### Our Policies including on Slavery and Human Trafficking

Suppliers are expected to adhere to our Supplier Code of Conduct, which includes specific reference to the Modern Slavery Act 2015, and should have in place a policy recognising, respecting, and protecting the human rights of their employees, those of their suppliers and business partners and the communities affected by the suppliers' operations.

Employees should be free to choose to work for their employer and to leave the company upon reasonable notice.

All employees must be provided with a clear contract of employment, which complies with local legislation.

All employees must be treated in a fair and equal manner and with dignity and respect.

Any form of discrimination, victimisation, or harassment on the grounds of marital or civil partnership status, sex (including gender reassignment), race (including colour, ethnic and national origin, nationality), disability, sexual orientation, having or not having dependants, religious belief or political opinion, age, trade union activity and offending background should be prohibited.

All applicable laws and industry standards on employee wages, benefits, working hours and minimum age should be adhered to, without any unauthorised deductions. Suppliers should observe the provisions of the International Labour Organization such that any young persons under the age of 18 should not be employed to work at night or for any hazardous work and their employment should not harm the young person's education, health or physical, mental, moral, or social development. No young persons may be employed below the age of 16.

All slavery and human trafficking laws must be complied with including, but not limited to, the UK Modern Slavery Act 2015. Suppliers must ensure their business operations are free from slavery and human trafficking practices whether in the UK or elsewhere, both internally and within their supply chains and other external business relationships. We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business.

### **Due Diligence Process for Slavery and Human Trafficking**

Extraman ensure strict compliance checks are carried for all candidates it supplies. We verify the identity of each worker and their right to work before supply commences.

All Extraman employees have access to dedicated channels through which they may voice concerns, either through local reporting mechanisms or through the global whistleblowing procedure. Extraman is committed to protecting employees when disclosing malpractice and will ensure that all disclosures made in good faith will be treated confidentially and without fear of retaliation.

Any staff, workers or other parties are strongly encouraged to report any concerns or suspicions that they might have to Kim Trees, Operations Director.

### **Training**

All staff within Extraman are expected to comply with all laws and act in accordance with local guidelines and regulations and act with integrity and honesty. We have undertaken to review our policies and procedures to ensure our colleagues have access to any additional information and support they may require regarding human trafficking, forced labour, servitude, and slavery. A training module on modern slavery and human trafficking is also available to all employees.

### **Transparent Reporting:**

We maintain transparent reporting mechanisms to encourage the reporting of any concerns related to slavery and human trafficking, and we promptly investigate and address such reports.

### **Supplier Compliance with our Values**

We have zero tolerance to slavery and human trafficking within our supply chain. To ensure that all our clients and contractors comply with our values we insist that our contracts incorporate a requirement to prevent and stop modern slavery.

### **Partnering with our Clients**

We recognise that it is our clients who are best placed to spot the signs of modern slavery on a day-to-day basis and we provide our clients with materials to assist them in spotting modern slavery.

For some of our larger clients, we are able to provide a fully managed Onsite operation, where we can manage all their recruitment and workforce planning needs.

Our dedicated Compliance Team rigorously monitors all processes, and is fully supported by employees across the business, including Legal, Audit and Compliance, Procurement, Sales and Training.

### **Our Commitment**

We recognize that eradicating slavery and human trafficking requires collective action, and we are committed to working collaboratively with our stakeholders, including clients, suppliers, employees, and communities, to combat these egregious human rights violations.

This statement reflects our firm commitment to ethical business practices and our determination to contribute to a world free from slavery and human trafficking.

This statement is made pursuant to Section 54 of the Modern Slavery Act 2015 and constitutes Extraman's' slavery and human trafficking statement.

## EXTRAMAN POLICY – Modern Slavery and Human Trafficking Statement

**ACCOUNTABILITY, DOCUMENT AND VERSION CONTROL**

This document is effective from:	9/9/2021
This document is approved by:	Kim Trees – Operations Director
For questions or queries about this document, contact:	Kim Trees – Operations Director / Gary Waller – Operations Director

The following table details any updates, changes or developments made to this document:

<b>Version</b>	<b>Details</b>	<b>Date</b>	<b>Approved by</b>
1.	Version 1 – Original policy	9/9/2021	Kim Trees
2.	Version 2 – Policy update	11/11/2022	Kim Trees
3.	Version 3 – Policy update	11/11/2023	Kim Trees
4.	Version 4 – Annual policy review	21/2/82025	Kim Trees