



Peak Envelopes, Pinnacle House, 1 Rhodes Way, Watford, WD24 4YW

Call 0333 7000 105

Visit [www.peakenvelopes.co.uk](http://www.peakenvelopes.co.uk)

Mail [sales@peakenvelopes.co.uk](mailto:sales@peakenvelopes.co.uk)

## **Modern slavery statement for financial year 2015/16**

This statement is made pursuant to s.54 of the Modern Slavery Act 2015 and sets out the steps that Peak Envelopes 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. Peak Envelopes 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

Peak Envelopes are a wholesaler and manufacturer of envelopes to the trade. Established in 1973 as a family business and now in third generation, the principles that existed at conception still are upheld, of Honesty and Integrity.

### Our high risk areas

There are very limited risks to this, as most of our product is produced in the UK, and the EU, however close monitoring of suppliers is carried out to ensure that slavery isn't taking place in our supply chain.

### 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. 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.
2. 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.
3. Supplier checks to make sure that they also have policies in place for employees to safeguard against human trafficking or individuals being forced to work against their will.

### Our suppliers

Peak Envelopes 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. This due diligence includes an online search to ensure that 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. (For UK based suppliers) They pay their employees at least the national minimum wage.
4. (For international suppliers) They pay their employees any prevailing minimum wage applicable within their country of operations
5. 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.

### Approval for this statement

This statement was approved by the Board on 1/2/2015

Name Almanzo Doouss

SignatureAlmanzo

Date 1/2/2015