



## WHAT IS MODERN SLAVERY?

Modern slavery can include human trafficking, servitude, forced labour or compulsory labour. In more general terms, slavery takes place when someone is forced to work through mental or physical threat; is owned or controlled by someone or a business, through mental or physical abuse or threat of it; treated as a commodity or bought/sold as property; physically constrained or has restrictions placed on their freedom of movement.

One of our most basic beliefs is that everyone should have the opportunity to work fairly & unthreatened, at no cost to themselves. To this end, **BISCUIT BOUTIQUE** complies with the applicable employment laws and our obligation is to ensure fairness in the hiring and advancement of all employees, both permanent and temporary, without discrimination. All of our employees have a personal responsibility for maintaining a respectful work atmosphere, free of abusive or unprofessional conduct. Every employee is expected to respect other people and treat them with dignity.

Our commitment to respect in the workplace includes our full support for international efforts to promote ethical principles and practices related to the prevention of the exploitation and abuse associated with modern slavery and human trafficking. **BISCUIT BOUTIQUE** also expect commitment to these principles from all organisations with which we do business and will not support or do business knowingly involved in slavery or human trafficking.

We use the following steps and measures, to determine how effective we have been to ensure that slavery and human trafficking is not taking place in any part of our business or supply chains:

- Completion of in-house audits by our Internal Auditor, Branch Managers and Directors.
- Internal and external training of our internal staff on Modern Slavery and Human Trafficking.
- Use of labour monitoring and payroll systems.
- Communication and personal contact within our client base.
- Thorough interviews of our workforce, including questioning on any monies exchanged for the sourcing of accommodation, bank accounts and work.
- Following the guidelines of our accreditations with the Recruitment Employment Confederation, Gangmasters Licensing Authority, Association of Labour Providers and Stronger Together. These guidelines are communicated to our internal staff and supply chains.

The steps that **BISCUIT BOUTIQUE** have taken in this financial year, to ensure that slavery is not taking place, both in our organisation and our supply chains in the UK, are shown in the above bullet points.

**DUE DILIGENCE**

**BISCUIT BOUTIQUE** due diligence processes in relation to uncovering labour exploitation, slavery and human trafficking within our operation and supply chains is covered by internal / external audits, compliance checks and procurement policies.

**TRAINING**

**BISCUIT BOUTIQUE** carry out internal training on spotting the signs of modern slavery and human trafficking, using the guidelines as laid down by Stronger Together.

Internal employees have also attended the Gangmasters Licensing Authority course on "Investigating Modern Slavery".

**POLICY COMMITMENTS**

Quest Employment shall:

1. Designate James Bluck, Commercial Director to attend "Tackling Hidden Labour Exploitation" training and to have responsibility for developing and operating company procedures relevant to this issue.
2. Accept that job finding fees are a business cost, and will not allow these to be paid by job applicants. The Company will not use any individual or organisation to source and supply workers without confirming that workers are not being charged a work finding fee.
3. Ensure that all staff responsible for directly recruiting workers are aware of issues around third-party labour exploitation and signs to look for and have signed appropriate Compliance Principles.
4. Ensure that labour sourcing, recruitment and worker placement processes are under the control of trusted and competent staff members.
5. Adopt a proactive approach to reporting suspicions of hidden worker exploitation to the Gangmasters Licensing Authority and police.
6. Provide information on tackling "Hidden Labour Exploitation" to our workforce through training, workplace posters and Induction.
7. Encourage workers to report cases of hidden third-party labour exploitation, provide the means to do so and investigate and act on reports appropriately.
8. Positively encourage and support employees and agency workers to report such exploitation which may be occurring within their communities through training, workplace posters and Induction.
9. Require labour providers and other organisations in the labour supply chain to adopt policies and procedures consistent with the above.

Signed *Christa B. Toth*

Name ..... CHRISTIAN B. TOTH .....

Position ..... DIRECTOR OF OPERATIONS .....