



Symbiosis UK Ltd

Modern Slavery & Human Trafficking Statement

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1. Introduction

- 1.1 Symbiosis UK Ltd is strongly opposed to slavery and human trafficking. We strive to act ethically and with integrity in all our business dealings and relationships to ensure that slavery and human trafficking is not taking place within our organisation or our supply chains.
- 1.2 This statement is made pursuant to section 54 of the Modern Slavery Act 2015. It constitutes Symbiosis UK Ltd's slavery and human trafficking statement for the financial year ended 31 March 2020.

2. Our Organisation

- 2.1 Symbiosis is a leading exhibition stand design, build & management company.
- 2.2 Symbiosis is a London Living Wage and National Living Wage accredited employer and employs approximately 20 staff operating out of our London headquarters and Andover studio and warehouse facilities.

3. Our Policies & Procedures

- 3.1 We operate a number of policies and procedures which reflect our commitment to acting properly in all of our business relationships and to implementing and enforcing effective systems and controls. They apply to all our employees and to anyone engaged on a temporary basis.
- 3.2 Our key policies and procedures which contribute to minimising the risk of modern slavery and human trafficking in our organisation and our supply chain include our:
- **Bullying & Harassment Policy** - which is designed to help ensure that all of our staff and anyone that we fund is treated with both dignity and respect.
 - **Risk Management Policy** - which is designed to keep all our activities in line with all applicable laws, regulations and codes of governance (including in relation to slavery and human trafficking).
 - **Health, Safety & Environment Policy** - a key aim of which is to ensure the wellbeing of all our employees and anyone else who may be affected by our activities.
 - **HR Procedures** - we check that all our staff have appropriate right to work documents and ensure that they are paid fairly and enjoy a competitive remuneration package. We have procedures in place to safeguard the interests of young people and any work experience volunteers working at Symbiosis.
 - **Procurement Policy** - which sets out a number of factors to be considered when selecting our suppliers, including whether the supplier will be a good business partner for Symbiosis. This in turn involves considerations of supplier reputation and compliance with laws and ethical procedures.

- **Agreements Policy** - our template agreements and standard terms and conditions require suppliers to comply with the law (including in relation to modern slavery and human trafficking).
- **Fraud & Corruption Policy** - which reminds our people to take account of any improper or suspicious behaviour or situations, and to report and deal with the risk of fraud and corruption.
- **Whistleblowing Policy** - which provides guidance on how to report suspected dangers or wrongdoing in the workplace.

3.3 Our policies are monitored by a relevant policy owner within our organisation and reviewed at least every three years. We will continue to review our policies to ensure that they are effective and appropriate.

3.4 In particular, our procurement team continues to review and strengthen our centralised procurement processes and policy, taking into account a range of risks, including slavery and human trafficking.

4. Our Supply Chain

4.1 We use suppliers to support the operations of our organisation. The key areas in which we engage suppliers are:

- facilities management
- construction and design
- information technology
- finance
- legal and investments

5. Our Supply Chain Due Diligence

5.1 We have looked at all our suppliers and assessed our key suppliers in more detail to ensure that they have appropriate policies in place to minimise the risk of slavery and human trafficking in their business.

5.2 Based on our review, we are satisfied that our key suppliers have appropriate policies in place. We also carry out due diligence checks on material suppliers and routinely monitor their compliance with applicable law (including in relation to slavery and human trafficking) as well as certain 'key performance indicators' such as training and paying the London Living Wage or the National Living Wage.

5.3 Due diligence and monitoring is ongoing and under review to improve supplier vetting and to further minimise a range of risks, including slavery and human trafficking. This is being led by our procurement team, assisted by our legal team.

5.4 Our procurement team is also looking to foster long-term relationships with suppliers, through which policies aimed at minimising a range of risks (including the risk of slavery and human trafficking) can be advanced.

6. Training

6.1 We try to ensure that adequate information and training is provided to all our employees, contractors or visitors on all relevant matters. Here are some examples of the information and training we provide:

- All new joiners attend an induction session which includes information and training on our policies.
- Our managers are provided with a range of leadership training and are assisted by our HR team in HR related matters including in relation to recruitment, remuneration and employee wellbeing.
- Our procurement team, assisted by our legal team, routinely seek out information and training to help identify and address risks in both our organisation and supply chain (including in relation to slavery and human trafficking) and will continue to do so.

7. Review

7.1 Over the course of the next financial year we will continue to enhance our procedures to help us identify, prevent and mitigate any risks of modern slavery or human trafficking in relation to new and existing suppliers.