

Trodat UK Ltd
Modern Slavery and Human Trafficking Statement
1st January 2020

Introduction

This Modern Slavery and Human Trafficking Statement relates to actions and activities during the financial year 1st January 2020 to 31st Dec 2020.

This statement sets down Trodat UK Limited's commitment to preventing slavery and human trafficking in our business activities and the steps we have put in place with the aim of ensuring that there is no slavery or human trafficking in either our own business or our supply chain. We all have a duty to be alert to risks, however small. Staff are expected to report their concerns and management to act upon them.

Organisational structure and supply chains

This statement covers the business activities of Trodat UK Ltd which are as follows:

The supply and production of personalised stamps and products including badges, signs and other promotional items. The vast majority of these items are produced and supplied by group subsidiaries however there remain some third party suppliers around the world. The overwhelming majority of our suppliers are well known to us and we have been working with them for a number of years and we regularly review them.

Responsibility

Responsibility for the Company's anti-slavery initiatives is as follows:

- 1.1 Policies: HR Advisor is responsible for creating and reviewing policies.
- 1.2 Risk assessments: Operations Manager is responsible for risk assessments in respect of human rights and modern slavery by a process of routine Risk assessments and Health and Safety.
- 1.3 Supplier Assessment: Operations Manager is responsible for due diligence in relation to known or suspected instances of modern slavery and human trafficking.
- 1.4 We keep adequate records of all such assessments on file at our head office.

Policies

The Company is committed to ensuring that there is no modern slavery or human trafficking in our business or our supply chains. This Statement affirms its intention to act ethically in our business relationships.

Recruitment policy

We operate a robust recruitment policy, including conducting "eligibility to work in the UK" checks for all potential staff to safeguard against human trafficking or individuals being forced to work against their will.

Whistleblowing policy

The Company encourages all its workers, customers and other business partners to report any concerns related to its direct activities or its supply chains. Furthermore the Employee Handbook sets down the actions and behaviour expected of employees when representing the Company and is available to all staff in the Policies Manual.

Due Diligence Processes for Slavery and Human Trafficking

The Company undertakes due diligence when considering taking on new suppliers, and regularly reviews its existing suppliers. The Company's due diligence process includes Initial supplier assessment and cyclical supplier evaluation. This can involve invoking sanctions against suppliers that fail to improve their performance in line with an action plan provided by us, including the termination of the business relationship.

Performance indicators

The Company uses the following key performance indicators (KPIs) to measure how effective we are in ensuring slavery and human trafficking is not taking place in any part of our business or supply.

- Requiring Supply Chain Professionals to complete Modern Slavery Training on an ongoing basis;
- To regularly review and update the Supplier Assessments and the ongoing Supplier Evaluation processes to highlight risk areas.

This Modern Slavery and Human Trafficking Statement will be regularly reviewed and updated as necessary. The Board of Directors endorses this policy statement and is fully committed to its implementation.

Training

To ensure a high level of understanding the risks of modern slavery and human trafficking in our supply chain and business, the organisation will continue with its modern slavery training which covers

- The company purchase practices.
- How to assess the risk of slavery and human trafficking.
- The initial steps should be taken if slavery or human trafficking is suspected.
- How to escalate potential slavery or human trafficking issues to the relevant parties within the organization.

This Modern Slavery and Human Trafficking Statement is made pursuant to the Modern Slavery Act 2015 and has been approved by the Board of Directors of Trodat UK Ltd.

Name: Stuart Login

Position: Managing Director, Trodat UK Ltd

Date: 1st January 2020

Signature:

