

Rockstead Ltd Modern Slavery and Human Trafficking Policy

INTRODUCTION

Rockstead (**'the Company'**, **'we'**, **'us'**, **'our'**) expects all employees to meet and maintain certain standards in relation to conduct and behaviour. We are committed to operating our business in an ethical and honest way.

In 2015, The Modern Slavery Act was introduced to eradicate human trafficking and forced or compulsory labour in the UK. Rockstead whole heartedly supports this act.

DEFINITIONS

The Modern Slavery Act 2015 covers four activities which include:

1. **Slavery:** Whereby powers of ownership are exercised over a person
2. **Servitude:** Obliging a person to provide services through the use of coercion
3. **Forced or Compulsory labour:** Exacting work or services from a person under the menace of any penalty and for which the person has not offered themselves voluntarily
4. **Human trafficking:** Arranging or facilitating the travel of another person with a view to their exploitation

As a responsible and ethical employer, Rockstead will work to ensure all employees are safeguarded, treated fairly and with dignity, and ensure that modern slavery and human trafficking does not occur in our organisation.

POLICIES

Rockstead have a number of policies which support prevention and mitigation of the risk of modern slavery existing in the organisation and to ensure an open and transparent culture. These include the following policies which are accessible via the S drive:

- Whistle-blowing policy
To ensure there is appropriate protection in place for employees with regards to Whistleblowing on protected disclosures
- Health and Safety Policy
To ensure our employees have a safe place to work
- Grievance procedure
To ensure we have in place an open and transparent grievance process for all employees

- Anti-Harassment & Bullying Policy

Any form of harassment or bullying is always taken seriously and is totally unacceptable.

- Resolution Policy

We believe that all employees have the right to make a complaint at any time, about any matter which affects their employment and that a resolution be found.

- Recruitment Selection Policy

The Company employs and promotes the most appropriate employees in a fair and consistent manner, free from discrimination.

ADDITIONAL MEASURES

In addition to the above policies, Rockstead will

- Ensure all employees have a written contract of employment
- Ensure all employees are legally able to work in the UK
- Provide information to all new recruits on their statutory rights including sick pay, holiday pay and any other benefits they may be entitled to
- Ensure compliance with all government legislation with reference to the National Minimum Wage and Equal Pay Act

TRAINING

All employees will be asked to familiarise themselves with this and associated policies as part of the annual training plan.

MODERN SLAVERY STATEMENT

At Rockstead Ltd, we are committed to operating our business in an ethical and honest way. Slavery and human trafficking are totally unacceptable, and we will not tolerate forced labour of any description within our business. We recognise our moral responsibilities to help prevent modern slavery and human trafficking.

We will continue to be committed to a work environment that is free from human trafficking, forced labour, and unlawful child labour. We also promote ethical and lawful employment practices. All employees receive annual on-line training regarding modern slavery.

Any concerns regarding modern slavery can be reported in a confidential manner through our Whistleblowing process, details of which can be found in the employee handbook.

This Modern Slavery and Human Trafficking Policy has been reviewed and signed off by the board of directors (or equivalent management body).