

## Modern slavery statement

This statement is made pursuant to s.54 of the Modern Slavery Act 2015 and sets out the steps that FCS Laser Mail has taken and is continuing to take to ensure that modern slavery or human trafficking is not taking place within our business.

Modern slavery encompasses slavery, servitude, human trafficking and forced labour. FCS Laser Mail 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

FCS Laser Mail provide high speed printing and mailing services to the corporate and educational sectors.

### Our high-risk areas

We utilise temporary staff during busy periods along with our own recruitment process.

### 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. Anti-slavery policy. This policy sets out the organisation's stance on modern slavery and explains how employees can identify any instances of this and where they can go for help.
2. 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.
3. 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.
4. Anti-Bribery Policy. Protecting our business through reducing and controlling the risks associated with accepting gifts, bribes, hospitality and donations.

### Our suppliers

FCS Laser Mail operates an approved supplier system. Where we have the control, we conduct due diligence on 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. In addition to the above, we may 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. They pay their employees at least the national minimum wage / national living wage (as appropriate);
4. We may terminate the contract at any time should any instances of modern slavery come to light.

### 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.

The Anti-Slavery policy will also form part of our IMS system for ISO9001 Certification where FCS is externally audited every six months via SGS UK Limited.

### Approval for this statement

This statement was approved by Michael Fay on 7<sup>th</sup> March 2017

Name: Michael Fay



Version	Date	Description	Approved by
A	07.03.17	Initial version	Steve Beeching