MODERN SLAVERY POLICY
POLICY FOLDER: HEALTH & SAFETY

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1.0 INTRODUCTION

This statement sets out J.R. Maintenance & Civil Engineers Ltd actions to understand all potential modern slavery risks related to its business and to put in place steps that are aimed at ensuring that there is no slavery or human trafficking in its own business and its supply chains.

As part of the construction sector the company recognises that it has a responsibility to take a robust approach to slavery and human trafficking.

The company is absolutely committed to preventing slavery and human trafficking in its activities and to ensuring that it supply chains are free from slavery and human trafficking.

Implementation: It is the responsibility of managers to ensure that staff members and sub-contractors are aware of and understand this policy and any subsequent revisions.

Compliance: This policy complies with all relevant regulations and other legislation as detailed in the *Compliance with Regulations & Legislation Statement*.

2.0 OUR MISSION

It is our mission to:

- Employ motivated and dedicated staff, and provide them with satisfying, challenging, and rewarding work, together with opportunities for personal and professional development.
- Work alongside our Regulatory Authorities to comply with, and exceed where possible, all requirements placed on us.
- Work in partnership with our clients to ensure compliance and value for money services to meet their needs.

3.0 STATEMENT OF COMMITMENT

We are committed to ensure that no forms of modern slavery or human trafficking occur in any part of our business or supply chains. We undertake all reasonable and practical steps to ensure that our standards are applied consistently throughout our business. We will only work with those parties who fully comply with these standards and will rigorously deal with issues of non-compliance. Breaches of this policy by employees will be dealt with under J.R. Maintenance & Civil Engineers Ltd disciplinary procedures and could lead to dismissal in appropriate circumstances.

In adhering to this policy, in particular we will:

- Encourage openness and provide support to anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken. We are committed to ensuring that no one suffers any detrimental treatment as a result of reporting in good faith their suspicion that modern slavery of whatever form is, or may be, taking place in any part of our business.

- Communicate our zero-tolerance approach to modern slavery with our supply chain and business partners at the outset of our business relationship with them.

4.0 POLICIES

We operate a number of internal policies to ensure that we are conducting business in an ethical and transparent manner this includes our Whistleblowing Policy, aimed principally at our employees but also available to others working in our supply chains which encourages the reporting of any wrongdoing which extends to human rights violations like Modern Slavery. All reports will be fully investigated and appropriate remedial actions taken and we will work closely with our clients in ensuring our policies and procedures dovetail with local procedures and best practice. We operate robust recruitment practices, our employment offers are made conditional upon receipt of satisfactory references, confirmation of eligibility to work in the UK (birth certificate/ passport), and confirmation of national insurance number amongst other criteria.

Employee Code of Conduct: The Company's code makes clear to employees the actions and behaviours expected of them when representing the company. The company strives to maintain the highest standards of employee conduct and ethical behaviour when operating in the UK and managing its supply chains.

Recruitment/ Agency Workers Directive Policy: The Company uses only specified, reputable employment agencies to source labour and always verifies the practices of any new agency it is using before accepting workers from that agency.

Our employees are collectively and personally responsible for the communication, understanding and practical application of this policy. This policy will be made available to all new employees at induction stage and to our supply chain and to any other interested parties upon request. Revisions will be communicated to those affected by the changes.

The company Directors and senior management shall take responsibility for implementing this policy statement and its objectives and shall provide adequate resources (training, etc.) and investment to ensure that slavery and human trafficking is not taking place within the company.

This policy will be reviewed at such times as may be required, to ensure it remains relevant and appropriate to the aims and objectives of our business.