Modern Slavery and Human Trafficking Statement 2023

Introduction

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another to exploit them for personal or commercial gain.

We are committed to improving our practices to combat slavery and human trafficking. To achieve this, we are committed to understanding modern slavery risks and ensuring that there is no modern slavery in our own business and supply chains.

This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes our slavery and human trafficking statement for the financial year ending 30 September 2023. In addition, this statement sets out WJEC's undertakings in respect of the Welsh Government Code of Practice on Ethical Employment in Supply Chains to which WJEC has committed its support.

Organisational Structure

WJEC CBAC Limited is a registered charity and a company limited by guarantee and managed by a Board of Directors.

The company assumed the responsibilities and activities of the former Welsh Joint Education Committee in relation to qualifications and educational resources and inherited the assets and liabilities of that former organisation on 1 April 1996. The company became a registered charity on 15 January 1999.

The organisation also has a subsidiary company, WJEC CBAC (Services) Limited which provides specialist printing and distribution services in support of WJEC's core functions.

WJEC is a leading awarding organisation and with more than 70 years' experience in delivering qualifications, WJEC is the largest provider in Wales and a leading provider in England and Northern Ireland. The organisation employs approximately 400 staff, the majority of whom are based in modern offices in the city of Cardiff. A second satellite site is also owned by WJEC and located on the outskirts of Cardiff near the Treforest industrial estate.

The responsibilities and outputs of WJEC relate to three principal areas:

- Qualifications and Assessment
- Educational Resources
- Professional Development and Support

The organisation has an established and proud reputation and is defined by a strong and engaged workforce committed to its customers and to the growth and development of WJEC as a leading qualifications and assessment provider.

Policies

WJEC continues to review its policies and procedures to ensure that they adhere to WJEC's commitment to acting ethically and with integrity in all its business relationships and to implementing and enforcing effective systems and controls to minimise the risk of slavery and human trafficking taking place anywhere in WJEC's supply chains.

Policies and processes in place include the following:

- Living Wage employer
- Recruitment and selection policy and tested processes
- Flexible working agreements
- Analytical Job Evaluation process, applicable to all posts within the organisation to ensure equal pay for equal work
- Code of Conduct which identifies expected behaviours within the organisation
- Whistleblowing Policy under which slavery or human trafficking issues may be raised
- Agency Workers Policy to ensure agency workers enjoy comparable rights to those of substantive staff
- Compliance Health and Safety legislation so that working conditions that are safe and hygienic
- Recognised Trade Union, UNISON and
- Compliance with Financial Regulations.

Our Supply Chains

We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business. We continue to review our workplace policies and procedures to assess their effectiveness in identifying and tackling modern slavery issues. Emerging government policy on ethical supply chains will also be considered by WJEC.

Our workplace policies and procedures demonstrate our commitment to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective systems and controls to ensure slavery and human trafficking is not taking place in our supply chains.

To mitigate supply chain risks, all new suppliers are reviewed centrally before being approved. WJEC continues to improve our supplier process, and is looking to expand the use of questionnaires and supplier declarations that directly address compliance with the Modern Slavery Act.

Due Diligence Processes for Slavery and Human Trafficking

WJEC recognises the importance of due diligence and monitoring of impact and effectiveness.

As part of our initiative to identify and mitigate risk we continue to develop systems to:

- Identify and assess potential risk areas in our supply chains.
- Mitigate the risk of slavery and human trafficking occurring in our supply chains.
- Monitor potential risk areas in our supply chains.
- Protect whistle blowers.

Training

To ensure a high level of understanding of the risks of modern slavery and human trafficking in our supply chains and our organisation, we intend to raise awareness of modern slavery and human rights abuses and deliver appropriate training to our staff. Ethical learning is discussed with Procurement Services staff as part of their annual personal development plan.

Additional Steps

- WJEC is committed to understanding its supply chains better, achieving greater transparency and acting responsibly towards people working within them.
- For contracts that we have awarded and participate in, we will identify those supply chains which represent a medium-to high-risk of modern slavery, human trafficking, forced and bonded labour, and labour rights violations.
- Working with our suppliers and other relevant organisations, we will more closely monitor those supply chains that have been identified as a potential risk and take appropriate action if necessary.



Board Director

Date…15th December 2023