

Modern Anti-Slavery Statement - Financial Year 2023

[Statement Archive](#)

Introduction

The purpose of this statement is to highlight the steps that Cartridge Save has taken in the previous financial year to reduce the risk of modern slavery in the Cartridge Save supply chain, pursuant to section 54 (1) of the Modern Slavery Act 2015, financial compliance year ending 31/12/2023.

Our organisation

Cartridge Save is an online printer supplies retailer, selling printer consumables to businesses and home users throughout the UK. Cartridge Save is a limited company registered and operated in Stockport, UK.

The Cartridge Save supply chain includes a network of manufacturers and distributors of:

- Goods for Resale
- Indirect Goods (or Goods Not for Resale) - consumed during operations

collectively referred to as “suppliers”. Suppliers are based in a variety of geographical locations across multiple continents. To support the Cartridge Save supply chain, a network of third parties provide services to maintain equipment, premises, provide logistics services or other misc. labour or equipment based services; collectively referred to as “service providers”, which are typically based domestically.

Policies and procedures

Cartridge Save has published an internal Modern Slavery Policy & Procedure document, with assigned document owners. The document details the role that all employees of Cartridge Save play in modern slavery prevention and explains the concepts of modern slavery in detail. The document explains the reporting procedure and communication channels for how a Cartridge Save employee would report evidence of modern slavery without any repercussions to themselves. This document is introduced to staff in the first week of commencing employment.

Potential suppliers to Cartridge Save that represent a significant risk of modern slavery, are required to commit to a Supply Chain Code of Conduct before they can be awarded business. Suppliers identified as at significant risk of modern slavery in their own supply chain, are typically identified by the supplier operating complex cross-border supply chains combined with a high volume of goods throughput, or a part of the suppliers organisation is based in a region with a medium risk rating on the global slavery index.

The Cartridge Save Supply Chain Code of Conduct details a supplier's own commitment to preventing modern slavery in its supply chain network.

Cartridge Save ensures that all of its employees have a respectful work environment that is free from discrimination. Cartridge Save publishes and maintains a company handbook requiring staff to participate in creating a respectful work environment, and to act in a lawful manner at all times.

Due Diligence

Cartridge Save has reviewed its internal structure to highlight where the immediate risks of slavery and human trafficking might be present. Cartridge Save classifies upstream suppliers by their risk of modern slavery (see Policies and procedures) and applies an appropriate level of due diligence.

Cartridge Save includes provisions in product supply agreements - requiring higher risk suppliers to not only comply with local human trafficking and slavery laws but to also effectively manage this risk in their own supply chain.

Risk management

All suppliers have completed self-assessment questionnaires regarding their modern slavery prevention strategies. Higher risk suppliers frequently carry out regular site visits and audit their own upstream supply chain, keeping detailed records.

Cartridge Save staff have completed site visits to major suppliers that are classed as higher risk (as well as many visits to low risk suppliers).

Training

The Cartridge Save new employee induction procedure includes training on the company's internal Modern Slavery Policy & Procedure, which gives detailed examples of modern slavery and clear instructions for how to report evidence of modern slavery.

The company ensures that all purchasing staff receive up to date training on modern slavery - risks, detection and preventions.

Additional training has been provided by the Chartered Institute of Purchasing to professionally accredited staff.

Cartridge Save will endeavour to adapt its anti-slavery practices, controls, policies and procedures to ensure that Cartridge Save keeps pace with changing market risks.

Effectiveness

Cartridge Save measures the effectiveness of its modern slavery procedures by the following metrics:

- Proportion of higher risk suppliers that have opted in to the Cartridge Save - Supply Chain Code of Conduct.
- Proportion of purchasing staff that have received up to date modern slavery e-learning.

Code of conduct up take

- 98.5% of higher risk suppliers (by units bought) subscribed to the Cartridge Save - Supply Chain Code of Conduct.
- The remaining 1.5% of suppliers (by units bought) were based domestically, or were based in geographic areas with the lowest possible modern slavery risk, or are separate business units that are part of a group of suppliers where one supplier in the group has already subscribed to the code of conduct.

- The target for 2024, in this aspect, is 100% subscription.

Training comprehensiveness

- 100% of purchasing staff have completed modern slavery e-learning, however:
- 45% of purchasing staff completed modern slavery e-learning more than 2 years ago.
- From 2024, modern slavery E-learning will now expire and require a refresher course every 2 years.

Signed by :

Ian Cowley

Managing Director

31st May 2024