



MODERN SLAVERY TRANSPARENCY STATEMENT

Mane Contract Services Ltd is committed to preventing slavery and human trafficking throughout our operations and business partners. We aim to ensure that we operate our business to the highest professional and ethical standards.

Our business structure

We operate as a recruitment company providing temporary and permanent work opportunities to individuals in the engineering sector. We employ over 60 employees at our office in Watford, Hertfordshire. We trade primarily with businesses throughout the UK and Europe, but also with a growing number of non-European businesses.

Associated policies

We have a number of policies and processes to support this policy statement and to develop a zero-tolerance approach to slavery and human trafficking. These include, but are not limited to:

- Equal Opportunities and Diversity policy
- CSR and Sustainability policy
- Anti-Corruption and Bribery policy
- Whistle-blowing policy
- Ethical Trading policy
- Purchasing procedure
- Employee code of conduct
- Company values
- Employee, Client and Candidate Charters.

Risk management

We have conducted a risk assessment of our anti-slavery and human trafficking compliance in order to understand where we may need to take further action to improve detection and prevention. We are satisfied that our assessment demonstrates a good level of compliance but we will be looking to improve upon this.

Monitoring

We carry out regular monitoring in the form of:

- Checks on ID and Right to Work.
- Verify all candidates are legally old enough to take up employment.
- Monitoring wage rates to meet the National Minimum and Living Wage.
- Compliance with AWR day one and week 12 requirements.
- Conduct regular site inspections.
- Investigate any accidents, incidents, near misses or close calls.
- Fatigue management programme.

Effective action

We recognise that effective prevention of slavery and human trafficking is an ongoing exercise and that we need to continue developing our policies and procedures to support this policy. Over the coming year we intend to take the following action.

- Develop a supplier code of conduct
- Improve employee awareness
- Communicate with our stakeholders on our actions
- Establish ways to support our clients and give them reassurance

We will report on the effectiveness of our actions in our next policy statement.

Training

To ensure the prevention, detection and reporting of modern slavery this policy has been communicated to all employees and managers and we carry out regular monitoring in the form of:

- Checks on ID and Right to Work. We do not hold original documents, these are returned to the candidate.
- Verify all candidates are legally old enough to take up employment.
- We do not charge fees for work-finding services and our payment processes are transparent.
- All requirements must meet the National Minimum and Living Wage, as appropriate.
- Compliance with AWR day one and week 12 requirements.
- Communicate relevant health & safety information, provision of necessary workwear and regular site inspections.
- Record and investigation any accidents, incidents, near misses or close calls.
- Monitoring of working hours
- Confidential reporting procedure is well-communicated, including CIRAS membership.

We will ensure that this policy is communicated and available to all relevant stakeholders, as appropriate.

This policy shall be reviewed at least annually as part of the management review process.

Signed



Position

Managing Director

Date: 1 September 2019