

## **Special Branch Tree Services NE Ltd**

### **Modern Slavery Policy**

#### **Scope:**

This statement sets out the steps that Special Branch Tree Services NE Ltd shall take to ensure that modern slavery or human trafficking is not taking place within our business or supply chain.

Modern slavery is a crime that occurs in many forms and encompasses any act of slavery, servitude, bonded forced or compulsory labour human trafficking and child labour.

#### **Policy:**

Special Branch Tree Services NE Ltd has a zero tolerance of 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.

#### **Recruitment:**

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.

#### **Contracts of Employment:**

All employees have the freedom to choose to work for us or not within the terms of the contract of employment. We shall ensure that our contracts of employment are current, legally correct and reasonable.

#### **Equal Opportunities Policy:**

We shall maintain and operate an equal opportunities policy.

#### **Working Hours:**

Working hours are compliant with the law and industry standards. Working hours are specified on the employment contract.

#### **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.


**Supplier Evaluation and Control Procedure:**

We maintain and operate a supplier evaluation and control procedure and a list of approved suppliers. We conduct due diligence on all 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.

**Training:**

All staff involved in the selection of suppliers and purchasing shall be briefed on this policy and on modern slavery.

This policy will be reviewed annually, as a minimum, to ensure its effectiveness.

<b>Signed</b>	
<b>Name</b>	Rebecca Burton
<b>Position</b>	Operations Director
<b>Date</b>	08/02/2024