

Scope

This policy applies to all individuals working at all levels and grades, including directors, senior managers, officers, employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, seconded staff, home-workers, casual workers and agency staff, volunteers, interns, (collectively referred to as “employees” in this policy) or representatives, sponsors, or any other person associated with Amfax, or any of our subsidiaries or their employees (“associated persons”), wherever located.

Every employee and associated person acting for, or on behalf of Amfax is responsible for maintaining the highest standard of conduct in all business activities.

This policy does not form part of any employee's contract of employment and it may be amended at any time. Any breach of this policy by an employee will be taken seriously and may result in disciplinary action. Any breach of this policy by an associated person may result in their contract being terminated.

Modern Slavery Act 2015

Amfax is committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains, consistent with our disclosure obligations under the UK Modern Slavery Act 2015. We expect the same high standards from all of our contractors, suppliers and other business partners, and as part of our contracting processes, we include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same high standards.

Records

Amfax will ensure all current suppliers are aware of this policy, and key suppliers will be asked on a regular basis, and other suppliers may be asked, to complete a questionnaire to inform Amfax of their efforts to ensure there is no modern slavery in their business or supply chain. Any concerns raised will be dealt with sensitively and we will seek to support and provide advice as appropriate with the aim to influence and promote the highest standards of conduct.

Appropriate due diligence on a risk-assessed basis should be undertaken by employees and associated persons prior to entering into any contract, arrangement or relationship with any new supplier of services, agent, consultant or representative in accordance with Amfax's procurement procedures.

How to report concerns

The prevention, detection and reporting of modern slavery in any part of our business or supply chains is the responsibility of all those working for us or under our control. You are required to avoid any activity that might lead to, or suggest, a breach of this policy.

You are encouraged to raise concerns about any issue or suspicion of modern slavery in any parts of our business or supply chains of any supplier tier at the earliest possible stage.

If you believe or suspect a conflict or, breach of, this policy has occurred or that it may occur you must notify your line manager in first instance; if this is not appropriate then you should discuss with the HR Manager. You should note that where appropriate, and with the welfare and safety of local workers as a priority, we will give support and guidance to our suppliers to help them address coercive, abusive and exploitative work practices in their own business and supply chains.

If you are unsure about whether a particular act, the treatment of workers more generally, or their working conditions within any tier of our supply chains constitutes any of the various forms of modern slavery, raise it with your manager, Head of Business Unit or Group Legal

We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken. We are committed to ensuring 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 own business or in any of our supply chains. Detrimental treatment includes dismissal, disciplinary action, threats or other unfair treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the most appropriate individual within your line management. If the matter is not remedied, and you are an employee, you should raise it formally using our Grievance Procedure.