

## Introduction

In compliance with the requirements of the Modern Slavery & Human Trafficking Act 2015 this statement sets out the steps being taken in the 2019 financial year by Wagstaff Bros Ltd to ensure that modern slavery and human trafficking is not occurring within our own organisation or our supply chains.

This Statement is communicated to all employees, suppliers and sub-contractors and is made available to the public through our website.

## Organisational structure, business and supply chains

Wagstaff Interiors Group is the trading style of the registered, limited liability company: Wagstaff Bros Ltd.

Wagstaff was formed in 1903 and incorporated as a Limited Company in 1934. Still a family owned and self-funding business currently operating in the United Kingdom it is not part of a consortium and there are no relevant subsidiary companies. The Company is managed by the Board of Directors.

Our nationally offered core services are: the retail sale of furniture solutions & products, move management, furniture hire, product re-use & recycle services and workplace consultancy.

Our supply chain comprises of contractors and manufacturers & suppliers of finished products & components. The majority of products are obtained from UK based suppliers or are imported from the EU. Where required, finished products may be obtained from non-EU & greater Europe, Asia and the Far East. We do not directly source or process raw materials.

## Training

To ensure greater understanding of the risks of modern slavery and human trafficking in our business and supply chains, a Modern Slavery and Human Trafficking awareness training module (provided by Citation Ltd.) is made available to staff and our supply chain.

## Policies

Wagstaff is an Equal Opportunities employer. Our HR consultants, Citation Ltd., are engaged under contract to provide and externally monitor our recruitment and employment procedures and practices.

Wagstaff is committed to preventing modern slavery or human trafficking and protecting workers from abuse and exploitation within our business or our supply chains.

Employees, suppliers and contractors are required to comply with our ethical policies:

- Whistleblowing Policy - we encourage all our workers, customers and other business partners to report any concerns related to its direct activities or its supply chains.
- Company Code of Conduct - sets down the actions and behaviour expected of employees and others when representing Wagstaff.
- Sustainability Policy – our policy and the Company’s CSR reports summarise how we work responsibly with suppliers and engage with local and wider communities.

## Due Diligence Processes

Wagstaff carries out due diligence on it’s supply chain to promote transparency and accountability. Suppliers and contractors are required to complete a questionnaire and review process making clear our expectations.

We assess the modern slavery and human trafficking risks associated with products, sources and suppliers, identifying any required changes in the sourcing and category of materials used in the production process.

Forestry Stewardship Council accreditation serves to ensure the elimination of Modern Slavery and Human Trafficking throughout the timber product supply chain.

This year, steps taken to ensure Modern Slavery and Human Trafficking is not occurring within our own business and supply chain include Wagstaff's:

- Supply chain vetting questionnaire
- Health & Safety Policy
- Ethical Trade Procurement policy
- Right to Work in UK Employment verification
- Equal Opportunity & Diversity Policy
- FSC Chain of Custody Accreditation
- FISP Accreditation & audit
- Site inspections and supply chain review meetings
- External monitoring of HR practices

### **Incident Response**

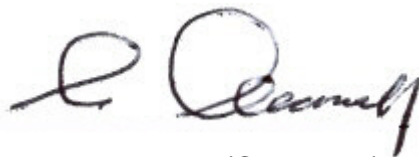
Wagstaff will robustly apply sanctions to any employee, supplier, or contractor in our supply chain who, following investigation, is found non-compliant regarding modern slavery, human trafficking or other human rights violations.

This will include termination of employment, removal of supplier from approved supplier list, cancellation of existing and future orders, contracts or agreements.

Both suspected and actual violations will be reported to the Police or other regulatory or legally authorised bodies. Full co-operation in the provision of evidence or investigation will be given.

Our Modern Slavery and Human Trafficking Statement will be reviewed and published annually. The Board of Directors endorses this policy statement and is fully committed to its implementation.

**Signed:**

A handwritten signature in black ink, appearing to read 'Richard Ansell', written in a cursive style.

Richard Ansell (Chairman)

**Date**

**11/02/2020**