

Perkins&Will

Modern Slavery and Human Trafficking Policy

Policy statement

Modern slavery is a crime and a violation of fundamental human rights. The term Modern Slavery encompasses slavery, servitude and forced or compulsory labour. Human Trafficking is defined as arranging or facilitating the travel of another person with a view to that person being exploited.

The company's Modern Slavery and Human Trafficking Statement is published on our website. You are required to read, understand and comply with the statement.

This policy outlines the measures the Company has taken to ensure that slavery and human trafficking is not occurring in our Company or in its supply chains.

This policy does not form part of your contract of employment and we may amend it at any time.

Responsibility for this policy

The Board of Directors have overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

The Human Resources Manager has primary and day-to-day responsibility for the implementation, use and effectiveness of this policy and for handling any queries about it to ensure all reasonable measures have been taken to prevent slavery and human trafficking.

The Modern Slavery and Human Trafficking Statement and this policy are reviewed by the HR Manager and approved by the Board of Directors on an annual basis to ensure their currency and effectiveness.

All levels of management are responsible for ensuring those reporting to them understand and comply with this policy and are given adequate and regular training on the issue of slavery and human trafficking in supply chains.

Compliance with this policy

You are required to read, understand and comply with this policy.

If you have any concerns about any issue or suspicion of slavery or human trafficking in any parts of the business or the supply chains of any supplier tier, you are encouraged to raise them at the earliest possible stage with your line manager or the Human Resources Manager.

If you believe or suspect a breach of this policy has occurred or that it may occur you must notify your line manager or the Human Resources Manager or report it in accordance with our Whistleblowing Policy as soon as possible.

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 slavery or human trafficking 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 unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the Human Resources Manager immediately. If the matter is not remedied, and you are an employee, you should raise it formally using the Grievance Procedure.

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Training

All employees undergo an induction into the Company's policies and procedures as part of their initial orientation upon employment. These policies and procedures are revisited regularly. This includes familiarity with this statement and its impact upon our business practices.

Those actively engaged in product or material specification undertake additional training to raise awareness of slavery and human trafficking issues and the measures that they should take to ensure that the business and employment practices of any company with which the company conducts business have been reasonably determined.

Our zero-tolerance approach to modern slavery and human trafficking must be communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and reinforced as appropriate thereafter.

Breaches of this policy

Any employee who breaches this policy will face disciplinary action, which could result in disciplinary sanction up to and including termination of employment.

Individuals and organisations working on our behalf who may breach this policy may have their contract terminated.

Signed



Jo Wright

Managing Director, Perkins&Will London Office

February 2023. Next review February 2024