

Modern Slavery and Human Trafficking Policy

Modern Slavery Act 2015

1. Vision and Values

- 1.1 Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain.
- 1.2 The University of Suffolk (“the University”) has a zero-tolerance approach to modern slavery and we are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or in any of our supply chains.
- 1.3 We are also 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 Modern Slavery Act 2015. We expect the same high standards from all of our contractors, suppliers and other business partners. Wherever practicable, we will seek to include in our contracts with business partner’s 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.

2. Scope of Policy

- 2.1 This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners.
- 2.2 This policy does not form part of any employee's contract of employment and we may amend it at any time.

3. Responsibility for Policy

- 3.1 The University Board has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.
- 3.2 The Director of Finance and Planning has primary and day-to-day responsibility for implementing this policy.

3.3 Management at all levels are responsible for ensuring those reporting to them understand and comply with this policy.

4. Compliance with the policy

4.1 You must ensure that you read, understand and comply with this policy.

4.2 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.

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

4.4 If you believe or suspect a breach of this policy has occurred or that it may occur you must notify your manager or report it in accordance with our [Whistleblowing Policy](#) as soon as possible.

4.5 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 or the Director of Finance and Planning.

4.6 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 unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the Director of Human Resources immediately. If the matter is not remedied, and you are an employee, you should raise it formally using our Grievance Procedure which can be found on the MySuffolk HR pages.

5. Communication and awareness of this policy

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

5.2 Awareness of this policy will be raised, and the risk our business faces from modern slavery in its supply chains, will be communicated.

6. Breaches of this policy

6.1 Any employee who breaches this policy may face disciplinary action, which could result in dismissal for misconduct or gross misconduct.

6.2 We may terminate our relationship with other individuals, suppliers and organisations working on our behalf if they breach this policy.

7. Interaction with other Workplace Policies and Procedures

7.1 This modern slavery and human trafficking policy interacts with the following workplace policies and procedures which can be found on the MySuffolk policies page. All those to whom this policy applies are encouraged to familiarise themselves with the policies detailed below. If you have any queries please contact procurement@uos.ac.uk.

- [Whistleblowing Policy](#)
- [Procurement Policy](#)
- [Modern Slavery and Human Trafficking Statement](#)

Karen Williams
Director of Finance and Planning

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