



a l l o f f i c e l t d



# Modern Slavery & Human Trafficking Policy

## Introduction

This statement is made voluntarily pursuant to s54 of the Modern Slavery Act 2015 and sets out the steps that All Office Ltd and Future Visuals has taken and is continuing to take to prevent modern slavery or human trafficking from taking place within our business or supply chain.

Modern slavery is a crime and a violation of fundamental human rights and a hidden blight in our global society. 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.

All Office Ltd and Future Visuals 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 that modern slavery is not taking place anywhere within our own business or in any of our supply chains.

We are committed to ensuring that there is transparency in our own business and in our approach to modern slavery throughout our supply chains, consistent with our disclosure obligations under the Modern Slavery Act 2015. All Office Ltd and Future Visuals voluntarily acknowledges the duties and responsibilities under this act.

All Office and Future Visuals values require that all workers are treated with dignity and respect. We are fundamentally opposed to slavery, human trafficking, forced labour, debt bondage, the sale or exploitation of children and all exploitative practices in the workplace.

We expect the same high standards from all of our contractors, suppliers and other business partners and we expect that our suppliers will hold their own suppliers to the same high standard.

All Office Ltd and Future Visuals has a zero-tolerance attitude to any breach of this legislation and will terminate business relations with any contractor or supplier found to be in breach of anti-slavery or human trafficking obligations.

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.

This statement is made by All Office Ltd and Future Visuals on its own behalf.

Our statement sets out the approach that All Office Ltd and Future Visuals is taking to prevent modern slavery and human trafficking in its business and supply chains.

## Processes to Combat, Identify and Mitigate the Risk of Trafficking and Slavery

We are committed to providing a great place to work and this is at the heart of our business strategy.

The AV/IT industry attracts a workforce from all backgrounds. In the UK, we are able to utilise the skills of employees from across the world. Whilst the benefit of this influx of workers allows for a competitive market, it also has the risk of potential exploitation. By checking our employees' NI Numbers or Working Visa's we know that they are legally eligible to work in the UK and that their salary will be monitored by HMRC.

We are committed to providing our employees with a salary that meets the minimum wage. We also offer the required statutory leave entitlement. The former is audited monthly through the payroll process and procedures and the latter by standardised employment contracts and related documentation coupled with the payroll audit. Furthermore, we ensure all our employees have provided their National Insurance Number, and Working Visa if applicable, prior to their employment and perform the necessary checks to determine their eligibility to work in the UK

All our employees are:

- Paid by bank transfer, we do not allow payment to be made into third party bank accounts, thus minimising the risk of forced or compulsory labour, and
- Vetted for the right to work in the country where they are employed. Where employees require a work permit/VISA we ensure that the necessary documentation is in place.

As a responsible employer, we take the welfare of our employees seriously. Our company policies encourages employees to report wrongdoing (including exploitation) in any form.

## Ensuring Standards in our Supply Chain

The All Office Ltd and Future Visuals business model means that we work in partnership with a large number of sub-contractors and suppliers to fulfil our commercial and contractual obligations to our customers. In common with many companies operating within the AV/IT industry, our supply chain is complex; there are often many tiers of suppliers between the main contractor and the sources of raw materials and labour they use.

All Office Ltd and Future Visuals are adopting various procedures to ensure that both our existing and potential supply partners understand our values, standards and requirements regarding the prevention of modern slavery and human trafficking within supply chains. All Office Ltd and Future Visuals requires that all suppliers and sub-contractors uphold the same standards, principals and business ethics that we do. . Contracts will not be entered into or renewed if we feel the supplier does not reach our standards or has progressively allowed their standards to lower.

## On - Going Review

We will continue to review and evolve our anti-slavery and human trafficking policy and procedure over time, as we gradually make progress in the adoption of a common approach throughout our business. All Office Ltd and Future Visuals will know the effectiveness of the steps we have taken to ensure that slavery and/or human trafficking is not taking place within our business if no reports are received from employees, the public or law enforcement agencies to indicate that modern slavery practices have been identified.

## Failure to comply

Failure to comply with the Act, and/or this policy will be deemed a material breach of the terms of our standard commercial agreements and contracts of employment.

**For and on behalf of All Office Ltd and Future Visuals**

**Colin French, Director**  
**April 2024**