

Krypton Building Services

Policies and Procedures

Modern Slavery and Human Trafficking



Policy Statement

Krypton Building Services (KBS) believes in optimising the differences and diversity of our workforce. Our aim is that our workforce should have a broad range of characteristics reflecting our diverse customer base and the communities where we operate. We believe this approach helps to reflect society as a whole, brings wide-ranging experience and insight to our work and enhances our customer service and business ethos.

Every employee is entitled to a working environment that promotes dignity, equality and respect for all. KBS will not tolerate any acts of unlawful or unfair discrimination (including harassment) committed against an employee, sub-contractor, job applicant or visitor because of a protected characteristic:

- Age
- Sex
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including ethnic origin, colour, nationality and national origin)
- Sexual orientation
- Religion and or belief

We assure all applicants to our company that we treat everyone equally, from the initial recruitment process and throughout their working life.

Our policy and procedures take full account of defined protected characteristics and the principle of non-discrimination and equality of opportunity applies equally to the treatment of visitors, clients, customers and suppliers. Our aim is to establish an inclusive and supportive work environment where everyone is free from any form of discrimination, harassment, bullying and victimisation

KBS's approach to Equal Opportunities and Diversity is based on the prevailing legislation, including the Equality Act 2010 and the 2018 GDPR regulations, with our recruitment and performance appraisal procedures fully documented as part of our ISO 9001 accredited Quality Management System.

This policy is reviewed at least annually to assess accuracy and currency in line with legislative and industry amendments.

Simon O'Shea

A handwritten signature in black ink, appearing to read "S O'Shea".

Director, Krypton Building Services Ltd

Responsibility for the policy

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

The Director has primary and day to day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it, and auditing internal control systems and procedures to ensure they are effective in countering modern slavery.

Management at all levels are responsible for ensuring those reporting to them understand and comply with this policy and are given adequate and regular training on it and the issue of modern slavery in supply chains.

You are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries are encouraged and should be addressed to the Compliance Manager.

Compliance with the policy

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

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 working under our control. You are required to avoid any activity that might lead to, or suggest, a breach of this policy.

You must notify the Compliance Manager or your line manager as soon as possible if you believe or suspect that a conflict with this policy has occurred, or may occur in the future.

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 breach of this policy has occurred or that it may occur you must notify your line manager or the Compliance Manager as soon as possible. You should note that where appropriate, and with the welfare and safety of local workers as a priority, we may give support and guidance to the suppliers to help them address coercive or 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 or the Compliance Manager.

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 that 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 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 Compliance Manager 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 in the Employee Handbook.

Communication and awareness of this policy

Training on this policy, and on the risk our business faces from modern slavery in its supply chains forms part of the induction process for all individuals who work for us, and regular training will be provided as necessary.

Our commitment to addressing the issue of modern slavery in our business and supply chains 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 dismissal for misconduct or gross misconduct.

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

Simon O'Shea



Director

Krypton Building Services