



## **Slavery and Human Trafficking Statement Financial Year ended 31 December 2016**

This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and describes the actions taken to ensure that our business and our supply chains are free from slavery and human trafficking.

### **Introduction**

Liberata is a provider of business and professional services including process outsourcing and automation. We operate exclusively within the UK, primarily within the public sector market, providing specialist business process and transaction management services to central and local government. Liberata is headquartered in the City of London and operates from 11 other offices across the country.

Liberata UK Limited is a subsidiary of Outsourcing UK Limited, which is wholly owned by Outsourcing Inc., a multi-national public company headquartered and quoted in Tokyo, with operations in China, Singapore, India, Australia and Belgium. The group specialises in business process outsourcing, transaction processing, data management, IT and business services, and recruitment and resourcing.

Liberata relies on suppliers to support our business, particularly in relation to information technology and application software services, office and facilities services, and professional legal and financial support.

The nature of our business, the expectations of our customers, and the relationships which we have with our suppliers, have led us to believe the likelihood of slavery or human trafficking being present within our operations, to be low.

### **Management and Organisation**

We have established, and continue to develop a comprehensive range of policies and operating procedures covering the recruitment, employment and conduct of people directly engaged in our business.

We ensure that we comply with all relevant legal duties within the UK and we have established arrangements through which we can access specialist advice and support. Our health and safety systems are externally accredited to OHSAS 18001, our expectations are clearly documented in a Code of Conduct which applies to all staff, and our employees are supported by policies covering Equality and Diversity, providing clear Grievance procedures, ensuring Dignity at Work and means to facilitate Whistleblowing. These arrangements are under-pinned through a recognition agreement with the public sector trade union, Unison enabling independent and collective representation of interests.

We have chosen not to establish a specific policy or provide specific training in relation to Modern Slavery, but have reviewed and updated existing policies, practices and training provision to appropriately reference, accommodate and communicate the provisions of the Modern Slavery Act 2015.

We are confident that the practices we adopt and the terms on which we employ, manage and organise our workforce are of a high standard and effectively safeguard against the exploitation, abuse or coercion of the people we directly employ. Policies and procedures will continue to be reviewed and developed to ensure that this position is maintained.

## **Supply Chain**

Prior to engagement, all potential suppliers are subject to a process of due diligence which includes assessment of financial standing, and confirmation of trade references. In general terms our supply chain consists of large, reputable suppliers of industry standard goods and services (themselves subject to section 54(1) of the Act), medium sized providers of specialist support services, and small, locally based suppliers of general services. All suppliers are UK based.

We consider that the composition of our supplier base and the nature of the goods and services we procure, lessen the risk that slavery or human trafficking is present within our supply chain. During the year we have engaged with our key suppliers, and those more likely to utilise unskilled or migrant workers, to assess their practices and procedures. We have also implemented a Code of Conduct for our suppliers to adopt, the requirements of which reflect our own internal standards.

While the outcome of this engagement has been largely positive, we recognise the need to build on and develop these processes further in the coming year. In this respect we intend to further investigate employment practices within our supply chain, and we will address any concerns which may become apparent.

Liberata UK Limited has adopted and supports the principles of the UN Global Compact (<https://www.unglobalcompact.org/what-is-gc/mission/principles>), we recognise the reality of human slavery and our responsibility, and the responsibility of our partners, to ensure the protection of human rights.



Signed.

Name of Director     Robert Price

Approved by the Board of Directors of Liberata UK Limited

Date    25 May 2017