

Modern slavery statement for financial year 2017/18

This statement is made pursuant to s.54 of the Modern Slavery Act 2015 and sets out the steps that train4change Ltd has taken and is continuing to take to ensure that modern slavery or human trafficking is not taking place within our business or supply chain.

Modern slavery encompasses slavery, servitude, human trafficking and forced labour. train4change Ltd has a zero tolerance approach to any form of modern slavery. We are committed to acting ethically and with integrity and transparency in all business dealings and to putting effective systems and controls in place to safeguard against any form of modern slavery taking place within the business or our supply chain.

Our business

train4change Ltd is a micro business established in 2000. Based in Wiltshire, train4change designs and delivers training and development solutions across the UK for a range of industries. Most training is delivered on client premises, and in hotel accommodation. t4c has 3 permanent employees and operates an associate model of team members who supply their expertise on a 'by project' basis.

Our high risk areas

1) Our primary high risk area arises as we work across a number of different industries with a diverse delegate population. Occasionally delegates will interact with the t4c team and their behaviour will raise questions about the delegates own working environment and circumstances. To mitigate this t4c will agree in advance of any delivery the process and agreed procedure for that particular client about required actions.

2) Our recruitment policy to advertise on international media and social platforms (for example, LinkedIn) requires us to have a robust recruitment policy including eligibility checks and pursuing references.

Our policies

We operate a number of internal policies to ensure that we are conducting business in an ethical and transparent manner. These include:

1. Anti-slavery policy. This policy sets out the organisation's stance on modern slavery and explains how employees can identify any instances of this and where they can go for help.
2. Recruitment policy. We operate a robust recruitment policy, including conducting eligibility to work in the UK checks for all employees to safeguard against human trafficking or individuals being forced to work against their will.
3. Whistleblowing policy. We operate a whistleblowing policy so that all employees know that they can raise concerns about how colleagues are being treated, or practices within our business or supply chain, without fear of reprisals.
4. Code of business conduct. This code explains the manner in which we behave as an organisation and how we expect our employees and suppliers to act.

Our suppliers

train4change Ltd operates a supplier policy and maintains a preferred supplier list. We conduct due diligence on all suppliers before allowing them to become a preferred supplier. This due diligence includes an online search to ensure that particular organisation has never been convicted of offences relating to modern slavery. Our anti-slavery policy forms part of our contract with all suppliers and they are required to confirm that no part of their business operations contradicts this policy.

In addition to the above, as part of our contract with suppliers, we require that they confirm to us that:

1. They have taken steps to eradicate modern slavery within their business
2. They hold their own suppliers to account over modern slavery
3. (For UK based suppliers) They pay their employees at least the national minimum wage / national living wage (as appropriate)
4. We may terminate the contract at any time should any instances of modern slavery come to light

Our performance indicators

We will know the effectiveness of the steps that we are taking to ensure that slavery and/or human trafficking is not taking place within our business or supply chain if:

- No reports are received from employees, the public, or law enforcement agencies to indicate that modern slavery practices have been identified.

Approval for this statement

This statement was approved by the Board of Directors on Jan 01 2017

Name : Sarah de Brion

Signature:

A handwritten signature in dark ink, appearing to read 'Sarah de Brion', with a long horizontal line extending to the right.

Date: Jan 01 2017