



Space Solutions (Scotland) Ltd

Slavery and Human Trafficking Policy

Version 1a
March 31, 2020
Reviewed 31/03/2021

Introduction from the Managing Director

Slavery and human trafficking remains a hidden blight on our global society. We all have a responsibility to be alert to the risks, however small, in our business and in the wider supply chain. Staff are expected to report concerns and management are expected to act upon them.

Organisation's Structure

We are an office design, fit-out and relocations service provider to the private, public and voluntary sectors. Space Solutions (Scotland) Ltd is the parent company of Corporate Moves, Transform, Recycle Scotland, Blind Solutions and Space FM, Space Design incorporating HAA and Space Design and Build, with majority holdings in General and Technical Flooring Services. The group has its head office in the UK and all trading outlets are in the UK.

The group has an annual turnover of circa £27,000,000.

Our Business

Our business is organised into four business units: Workplace Design & Consultancy; Construction Services, Relocation, Installation & Recycling and Facilities Management.

Our Supply Chains

Our supply chains include the sourcing of people (sub-contractors, temporary staff) and materials to principally deliver client projects.

Our Policies on Slavery and Human Trafficking

We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business. Our Anti-slavery Policy reflects our commitment to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective systems and controls to ensure slavery and human trafficking is not taking place anywhere in our supply chains.

Due Diligence Processes for Slavery and Human Trafficking

As part of our initiative to identify and mitigate risk:

- Where viable, we run the majority of our projects using Space Solutions employees to ensure optimum control of the work environment;
- Where possible we build long standing relationships with local suppliers, employment agencies and sub- contractors and make clear our expectations of business behaviour and standards;
- We expect each entity in the supply chain to, at least, adopt "one-up" due diligence on the next link in the chain. It is not practical for us and every other participant in the chain to have a direct relationship with all links in the supply chain; and
- We have in place systems to encourage the reporting of concerns and the protection of whistle blowers.

Supplier Adherence to Our Values

We have a zero-tolerance approach to slavery and human trafficking. We expect all those in our supply chain, employment agencies and sub-contractors to comply with our values. The Heads of Division and other senior stakeholders are responsible for compliance in their respective departments and for their supplier relationships.

Training

To ensure a high level of understanding of the risks of modern slavery and human trafficking in our supply chains and our business, we provide training to relevant members of staff. All Directors have been briefed on the subject.

Our Effectiveness in Combating Slavery and Human Trafficking

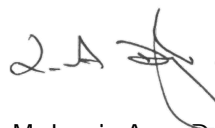
We use the following key performance indicators (KPIs) to measure how effective we have been to ensure that slavery and human trafficking is not taking place in any part of our business or supply chains:

- Accurate completion of Right to Work in the UK documentation at the recruitment stage of the employee lifecycle and, where appropriate, conducting follow-up Right to Work checks;
- Monitoring all employees with time-limited leave to remain in the UK to ensure their leave has not expired;
- Monitoring our temporary workforce through employment agency checks and payroll systems; and
- Level of communication and personal contact with next link in the supply chain and their understanding of, and compliance with, our expectations.

This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes our group's slavery and human trafficking statement for the current financial year

Handwritten signature of Mr Jim Mathieson in black ink.

Mr Jim Mathieson
Managing Director

Handwritten signature of Ms Laurie-Anne Douglas in black ink.

Ms Laurie-Anne Douglas
Group HR Manager

Reviewed March 2020

Slavery and Human Trafficking Policy Statement

Next Review due March 2022