

Modern Slavery Policy Statement

1. Extrastaff Limited is committed to eliminating modern slavery, servitude, human trafficking, forced labour, and similar human rights abuses. This statement has been approved by the Board. The Directors and Senior Management of Extrastaff expect and require all employees to be fully familiar with this policy and to comply with it at all times.
2. Extrastaff Limited is committed to ensuring that its staff and any workers it supplies (directly or indirectly) are not subject to behaviour or threats that may amount to modern slavery, human trafficking, forced labour, and similar human rights abuses.
3. Extrastaff Limited provides awareness information for all its staff around issues involving modern slavery and human trafficking, so that they can bring any concerns they have to the attention of management.
4. The principal areas of risk we face are due to the fact we supply temporary workers to various clients, which inherently contains a risk that those workers may not be being treated correctly. We manage these risks in accordance with our processes as set out in our modern slavery statement, available on our website www.extrastaff.com.
5. There is no typical victim and some victims do not understand they have been exploited and are entitled to help and support. However, the following key signs could indicate that someone may be a slavery or trafficking victim.
 - The person is not in possession of their own passport, identification or travel documents.
 - The person is acting as though they are being instructed or coached by someone else.
 - They allow others to speak for them when spoken to directly.
 - The person is withdrawn or they appear frightened.
 - The person does not seem to be able to contact friends or family freely.
 - The person has limited social interaction or contact with people outside their immediate environment.

This list is not exhaustive. Remember, a person may display a number of the trafficking indicators set out above, but they may not necessarily be a victim of slavery or trafficking. Often you will build up a picture of the person's circumstances which may indicate something is not quite right.

6. Any staff, workers or other parties are strongly encouraged to report any concerns or suspicions that they might have to Steve Hill, Managing Director.

7. Reports surrounding these issues are taken extremely seriously by our board of directors, who are committed to ensuring that all investigations shall be prompt and effective. If our investigations reveal any issues, we are committed to taking appropriate action, including but not limited to:
 - Working with the appropriate organisations to improve standards,
 - Removing that organisation from our supplier list,
 - Passing details to appropriate law enforcement bodies.

8. We regularly monitor our risks in this area with the assistance of audits, re-audits, spot checks, and related due diligence to ensure we know who we are working with. Over the last financial year we have provided additional training on identifying and dealing with modern slavery and related issues to our employees. This is to assist them in properly dealing with such issues both within our organisation and the clients to which we provide temporary staff. We have implemented a central compliance team who re check all temporary worker registrations and documents before they can be placed out to work on assignments. Our IT system has been developed to assist with alerts and data analysis to minimise risks.

9. Extrastaff Limited provides all staff with copies of this policy in conjunction with our Whistle-blowing policy, Corporate Social Responsibility Policy and Anti Bribery & Corruption Policy. This statement is made in accordance with [section 54\(1\)](#) of the Modern Slavery Act 2015 and constitutes Extrastaff's slavery and human trafficking statement for the financial year 2020/2021. As part of its ongoing drive to eliminate modern slavery Extrastaff will review its progress under this policy every financial year and publish updates on its website.

This statement was approved by Extrastaff's Board of Directors on 31st March 2021.

Steve Hill
MD
Extrastaff