

## Modern Slavery Statement

This statement is made as part of Academic Appointments Limited commitment to eliminating the exploitation of people under the Modern Slavery Act 2015 (the Act). It summarises how Academic Appointments Limited operates, the policies and processes in place to minimise the possibility of any problems, any risks we have identified and how we monitor them, and how we train our staff.

This statement is published in accordance with section 54 of the Act, and relates to the financial year Jan 2018 to December 2018. It was approved by the Managing Director on 9<sup>th</sup> May 2018

Pete Riley



Managing Director

### 1 Our Business

Academic Appointments Limited is a limited company operating in the recruitment sector. We provide introduction services and supply temporary workers in the Educations Sector.

Academic Appointments Limited is an independent business.

#### 1.1 *Who we work with*

All of the hirers that we work with, and all of the work-seekers we provide, are known to and identified by our staff. All of the temporary workers we supply are identified by our staff. We do not supply work-seekers to hiring companies through any intermediaries. Some of our work-seekers are supplied via other businesses, who facilitate providing them to the eventual hiring company.

#### 1.2 *Other relationships*

As part of our business, we also work with the following organisations:

- sector-specific professional and regulatory bodies
- sector-specific industry bodies
- the Recruitment and Employment Confederation ([www.rec.uk.com](http://www.rec.uk.com)) and the Institute of Recruitment Professionals ([www.rec-irp.uk.com](http://www.rec-irp.uk.com))

### 2 Our Policies

Academic Appointments Limited has a modern slavery policy available at [www.academicappointmnets.co.uk](http://www.academicappointmnets.co.uk)

In addition, Academic Appointments Limited has the following policies which incorporate ethical standards for our staff and our suppliers.

- Anti-bribery / corruption policy, and
- Whistle-blowing policy.

- ***Policy development and review***

Academic Appointments Limited policies are established by our Managing Director and Senior Leadership Team who are responsible for the day to day running of the business, based on advice from HR professionals, industry best practice and legal advice, and in consultation with the Board of Directors. We review our policies annually in line with our annual policy review or as needed to adapt to changes.

### **3 Our Processes for Managing Risk**

In order to assess the risk of modern slavery, we use the following processes with our suppliers:

- When engaging with suppliers, we ask for evidence of their processes and policies, including commitments around modern slavery, human trafficking, forced labour, human rights, and whistle-blowing.
- We review the potential for risk at regular intervals, including the possibility of re-auditing a supplier or conducting spot checks.

After due consideration, we have not identified any significant risks of modern slavery, forced labour, or human trafficking in our supply chain. However, we continue to be alert to the potential for problems.

Additionally, we have taken the following steps to minimise the possibility of any problems:

- We reserve the right to conduct spot-checks of the businesses who supply us, in order to investigate any complaints.
- We collaborate with our suppliers in order to improve standards and transparency across our supply chain.
- Only Candidate and Compliance Team members of staff who have undergone appropriate training for assessing modern slavery risks in the supply chain are authorised to sign contracts and establish commercial relationships in any area where we have identified the potential for risk.
- We ensure that all of our suppliers are members of appropriate industry bodies and working groups.

Our staff are encouraged to bring any concerns they have to the attention of the Managing Director

### **4 Our Performance**

As part of monitoring the performance of Academic Appointments Limited, we track the following general key performance indicators:

- The internal compliance procedures carried out by the Candidate and Compliance Team.

Based on the potential risks we have identified, we have also established the following key performance indicators, which are regularly assessed by Managing Director and Senior Leadership Team.

- the percentage of suppliers who sign up to an appropriate code / provide their own modern slavery statements
- the effectiveness of enforcement against suppliers who breach policies
- the amount of time spent on audits, re-audits, spot checks, and related due diligence
- the level of modern slavery training and awareness amongst our staff
- The internal compliance procedures carried out by the Candidate and Compliance Team.

We benchmark our indicators against industry best-practice, in order to ensure that we do not put undue pressure on our suppliers that might increase the potential for risk.

## **5 Our Training**

All of our staff receive training and support that is appropriate to their role. In particular:

- All of our staff receive awareness-raising information around issues involving modern slavery and human trafficking, so that they can bring any concerns they have to the attention of management.

As part of this, our staff are encouraged to discuss any concerns that they have.

Training is refreshed annually or in line with change in legislation, whichever is the sooner.