

# Saville Audio Visual Modern Slavery & Human Trafficking

# POLICY

The Saville Group Limited T/A  
Saville Audio Visual  
Unit 5, Millfield Lane  
Nether Poppleton  
York, Y026 6PQ



# Saville Audio Visual Policy & Procedure

## Modern Slavery and Human Trafficking

### 1. POLICY STATEMENT

- 1.1 Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. We have a zero tolerance approach to modern slavery and we are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or in any of our supply chains.
- 1.2 We are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains, consistent with our disclosure obligations under the Modern Slavery Act 2015. We expect the same high standards from all of our contractors, suppliers and any other business partners and as part of our contracting processes, we include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children and we expect that our suppliers will hold their own suppliers to the same exacting standards.
- 1.3 This policy applies to all persons working for us or on behalf in any capacity, including employees at all levels, Directors, agency workers, volunteers or contractors.
- 1.4 This policy does not form part of an employee's contract of employment and we may amend it at any time.

### 2. RESPONSIBILITY FOR THE POLICY

- 2.1 The board of directors has overall responsibility for ensuring this policy complies with our legal and ethical obligations and that all those under our control comply with it.
- 2.2 The HR Officer has primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it and auditing internal control systems and procedures to ensure they are effective in countering modern slavery.
- 2.3 Management at all levels are responsible for ensuring those reporting to them understand and comply with this policy and are given adequate, up to date training.

### 3. COMPLIANCE WITH THE POLICY

- 3.1 Employees must ensure they read, understand and comply with this policy.
- 3.2 The prevention, detecting and reporting of modern slavery in any part of our business or supply chain is the responsibility of all those working for us or under our control. Employees are required to avoid any activity that might lead to or suggest a breach of this policy.

- 3.3 Employees must notify the HR Officer as soon as possible if you believe or suspect that a conflict with this policy has occurred or may occur in the future.
- 3.4 Employees are encouraged to raise concerns about any issue or suspicion of modern slavery in any parts of our business or supply chains of any supplier tier at the earliest possible stage.
- 3.5 If unsure about whether a particular act, the treatment of workers more generally or their working conditions within any tier of our supply chain constitutes any of the various forms of modern slavery, please raise it with the HR Officer.
- 3.6 We aim to encourage openness and will support anyone who raises a genuine concern in good faith under this policy. We are committed to ensuring no one suffers any detrimental treatment as a result of reporting in good faith their suspicion that modern slavery of whatever form is or may be taking place in any part of our business or supply chain. If, after reporting a genuine concern you are subject to detrimental treatment including dismissal, disciplinary action, threats or unfavourable treatment, you should inform HR immediately.

### 4. COMMUNICATION AND AWARENESS OF THIS POLICY

- 4.1 Training on this policy will be provided through our Learning Management System (LMS) and will form part of our induction process for all new employees, existing staff and sub-contractors.
- 4.2 Our zero tolerance approach to modern slavery must be communicated to all suppliers and contractors.

### 5. BREACHES OF THIS POLICY

- 5.1 Any employee who breaches this policy will face disciplinary action which could result in dismissal for misconduct or gross misconduct.
- 5.2 We may terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.

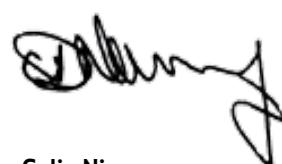
Signed:



**Andy Dyson**

Joint Managing Directors  
Date: 28/6/2017

Signed:



**Colin Nixey**

# Slavery and Human Trafficking Statement

## INTRODUCTION FROM THE BOARD OF DIRECTORS

We are committed to improving our practices to combat slavery and human trafficking.

## ORGANISATIONS STRUCTURE

Saville Audio Visual is a provider of specialist audio visual, multimedia and videoconferencing technology, with over 250 personnel in ten locations with its head office located in York.

We have an annual turnover of £40 million

## OUR BUSINESS

At the forefront of the UK industry for more than forty years, the company specialises in the sales, hire and installation of AV equipment and integrated systems, including LCD projectors, plasma & LCD screens, videoconferencing and digital signage networks.

## OUR POLICY ON SLAVERY AND HUMAN TRAFFICKING

We are committed to ensuring that there is no modern slavery or human trafficking in any part of our business and in so far as possible to requiring our suppliers to hold a similar ethos.

## DUE DILIGENCE PROCESSES FOR SLAVERY AND HUMAN TRAFFICKING

A policy is in place to protect whistle blowers who highlight to us any risk of slavery or human trafficking within our business. The organisations due diligence and reviews include:

- Conducting supplier audits or assessments through our own staff which have a greater degree of focus on slavery and human trafficking
- Creating an annual risk profile for each supplier

## TRAINING

In order to provide a high level of understanding of the risks of modern slavery and human trafficking in our business and supply chains, we aim to develop training for our staff and are taking steps to review our existing supply chain whereby the organisation evaluates all existing suppliers.

This statement is made in accordance to section 54(1) of the Modern Slavery Act 2015 and constitutes our slavery and human trafficking statement for the financial year ending 31st December 2016.

Signed:

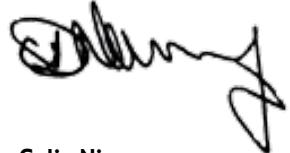


**Andy Dyson**

Joint Managing Directors

Date: 28/6/2017

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**Colin Nixey**