

Modern Slavery Policy



This statement has been published in accordance with Section 54 of the Modern Slavery Act 2015. It sets out the steps taken by Acorn Web Offset Ltd to prevent slavery and human trafficking from taking place in our supply chains or in any part of the business.

Introduction

Acorn Web is strongly committed to preventing slavery and human trafficking in its corporate activities, and to ensuring that its supply chains are free from modern slavery and human trafficking.

This statement covers the activities of Acorn Web Offset Ltd.

Organisation Structure and Supply Chains

Acorn Web has been manufacturing in the UK for more than 40 years. Originally founded in 1979 producing newspapers and general print, we now specialise in web offset A4 & A5 high quality brochures and magazine print. We pride ourselves on our reputation for providing a high-level service that is tailor made to meet the individual needs of our customer.

As part of the print industry, we recognise that we have a responsibility to take a robust approach to modern slavery and human trafficking within our business. We are committed to ensure there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains.

Our business produces throughout the year and from time to time we may rely on support of agency workers, the labour is supplied by a reputable labour provider who work in partnership with Stronger Together, Gangmasters & Labour Abuse Authority (GLAA) and Association of Labour Providers (ALP). All their consultants are provided with modern slavery training.

Raw materials required to produce our product, paper, inks, and other essential materials are sourced from highly regarded suppliers who allow us to rely on the integrity of their supply chain.

We want to build lasting relationships with our customers and want them to feel confident that our business operates responsibly through respecting our people and the environment. We uphold the highest ethical standards therefore, we want to work with suppliers, contractors and other business partners that endorse the same values as ourselves.

Policies

Our people are our key asset and its important that we provide a safe and healthy workplace which cultivates an environment of equal opportunities, diversity, trust, and inclusion in the workplace, and to eliminate unfair or unlawful discrimination.

All employees are encouraged to come forward to their manager, or their employee representative if they have an idea, suggestion, proposal, problem, or any type of feedback that they believe could improve efficiency and/or benefit the company in the running of its daily operations.

The Employee Discussion Group (EDG) consists of representative members of management and employees, which meet once a month to allow a full exchange of information and views as between management and staff. During these meetings, management representatives will provide information on a range of issues to the employee representatives, who are also invited to put forward their views on these and/or other matters raised with them by individual employees for consideration by management.

A list of appointed EDG representatives is posted on all staff noticeboards along with minutes taken from the meetings, individual copies are made available to employees on request.

Employees are also encouraged to raise any concerns or suspicions they may have of modern slavery within any part of our business or supply chains as soon as possible to either their line manager or through the modern slavery helpline. No one will suffer any detrimental treatment for reporting in good faith their suspicion even if they turn out to be mistaken.

Trade Union – Although we are a non- union organisation, we recognise that all employees have a statutory right to join trade unions. No employee will be treated unfairly if they decide to join or not join a trade union.

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The following policies and procedures are in accordance with employment legislation and ensure fair treatment of everyone. Copies of the policies are included in our induction process and issued to all employees.

- Whistleblowing policy
- Equality, Diversity, and Inclusion policy
- Bullying and Harassment

Due Diligence

We believe the risk of modern slavery is low in our direct workforce and therefore focused on improving our approach to new supply chains.

We understand that the risks from modern slavery change therefore in 2023 we introduced due diligence in shape of a questionnaire. This questionnaire was to help identify and assess possible risks within our business when considering taking on new suppliers and regular reviewing its existing suppliers. The results of this questionnaire are confidential and will not be shared beyond the company.

In the event of high risks being identified the company will not support or deal with any business knowingly involved in modern slavery or human trafficking.

Responsible Recruitment

Our commitment is to ensure our recruitment process is fair and consistent and allows equal treatment to everyone so there is no discrimination.

Our hiring process is in accordance with employment legislation, our policies and procedures ensure we comply with employment laws, working conditions and their environment.

We do not charge employees any recruitment fees or deposits, whether that is direct or through agencies or forcing them to work excessive hours. It requires that all employees are given

contracts of employment, treated equally and fairly, and paid at least the national minimum wage without delays or unlawful deductions and that all migrant workers are treated in accordance with UK legislation and existing all other policies.

Right to work checks are carried out to ensure employees have the legal eligibility to work in the UK. The company takes a copy of the employee's original documents and then these are returned back to the employee. No one is employed unless the documentation is confirmed.

Training and Awareness

Our poster campaign, and other promotional material across site has helped raised awareness of modern slavery and human trafficking to our workforce.

- What is modern slavery
- How you can spot the signs of modern slavery and how to report potential modern slavery or human trafficking issues, for example through the Modern Slavery Helpline 0800 121 700, Gangmasters and Labour Abuse Authority and reporting to the Police.
- The Home Office – Modern Slavery Awareness & Victim Identification Guidance

In addition to the above, employees who are in key positions have received Modern Slavery Training provided by the UK Charity Unseen.

To continue with our commitment in raising awareness to modern slavery we will continue communications through noticeboards and review our policies regularly. The modern slavery statement is available on the company website and can be obtained from the HR department on request.

This statement has been approved by the Board of Directors and signed by

Date: