

# Supply Chain Services Policy

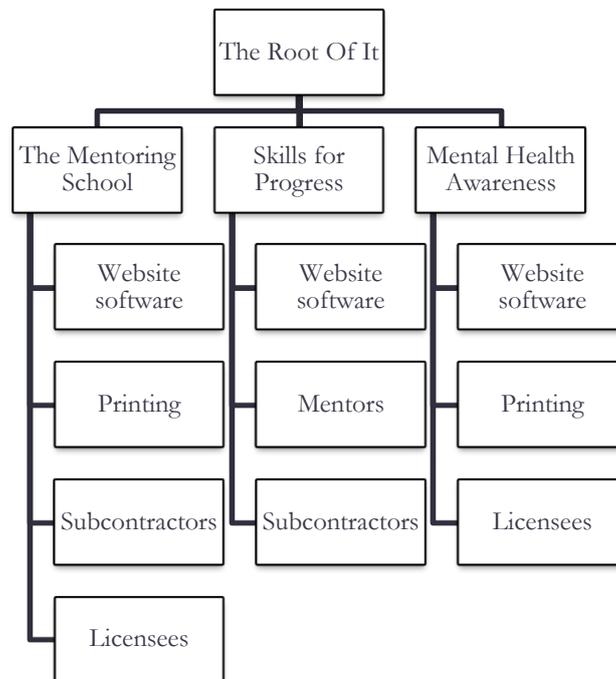
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## Aims

Whilst The Root Of It is a micro business, we still believe that we can operate ethically with regards to our supply chain and subcontractors.

This policy will not apply for one-off purchases, however once a supplier or subcontractor is used more than three times (so prior to the fourth occasion) then this would apply.

Our supply chain:



## Our commitment

We recognise that there are certain practices that could encourage or facilitate modern slavery and avoid these. Examples include:

- Avoiding last minute ordering;
- Avoiding late payments where possible;
- Last minute withdrawal from contracts;
- Aggressive price expectations;
- High volumes and short lead times;
- Unfair penalties for not meeting orders despite last minute changes;
- Inaccurate forecasts or technical specifications.

## Supplier Commitments

When planning for any new supply chain, or reviewing existing arrangements, consideration is given to Modern Slavery from the outset. A risk assessment of possible risk areas for Modern Slavery is undertaken when planning the requirement and built into the procurement process.

We have committed to asking our supply chain to self-certify that they meet the following requirements.

### Working conditions

Suppliers should pay staff the minimum or living wage as appropriate. They must express commitment to abolish modern slavery.

### Law

Suppliers must work within the law of the country where they are based.

### Safe workplaces

Suppliers must ensure that their staff work in a safe environment.

### Ethics

Suppliers must have clear ethical and sustainable development policies.

For contracts over £10,000, suppliers will be expected to evidence their commitment to modern slavery (in a way relevant to the size of their organisation), how they assess the risks of modern slavery and evidence of the outcome. This would be assessed as part of a procurement exercise, which in itself will be designed to discourage or reduce the risk of modern slavery as part of the specification. Contracts awarded will include a service level agreement to report modern slavery occurrences within a set timeframe.

## Supply chain training

Members of staff, volunteers and others linked to our supply chain are able to access our training and resources linked to modern slavery. This includes encouraging them to ensure they have access to representation, such as a trade union.

## Review

This policy will be reviewed biannually.

December 2020