

## SLAVERY & HUMAN TRAFFICKING ANNUAL STATEMENT ANNUAL STATEMENT - YEAR TO 31ST DECEMBER 2018

### Introduction

This statement is made in accordance with section 54 of the Modern Slavery act 2015 and sets out steps that Chassis Cab Ltd has taken, and is continuing to take, to ensure that modern slavery and / or human trafficking is not taking place within our business or those within our supply chains.

This statement is for the financial year ended **31st December 2018** and will be issued by January (**2019**)

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.

Chassis Cab Ltd operates a zero tolerance policy towards modern slavery in any form.

### Overview of Business Structure & Supply Chains

Chassis Cab Ltd is East Anglia's DAF Main Dealer for prescribed services provided by the following four sites.

- ❖ Ipswich site provides Sales, Servicing, Parts and Roadside Assistance Support
- ❖ Bury St Edmunds site provides Servicing, Parts, Body Repairs and Roadside Assistance Support
- ❖ Isleham site provides Servicing, Parts and Roadside Assistance Support
- ❖ Cambridge site provides Servicing, Parts and Roadside Assistance Support

Chassis Cab Ltd is dedicated to promoting business through best practise and the consideration of social, ethical and environmental issues.

We will carry out a review of our approved suppliers and sub-contractors on a regular basis. These reviews include validations that no slavery or human trafficking is in any way connected to their businesses.

### Country of Operation and Supply

Chassis Cab Ltd operates in the United Kingdom.

## SLAVERY & HUMAN TRAFFICKING ANNUAL STATEMENT ANNUAL STATEMENT - YEAR TO 31ST DECEMBER 2018

---

### Relevant Policies & Procedures

Chassis Cab Ltd is committed to implementing and maintaining effective systems and controls that ensure that modern slavery is not taking place anywhere in its business or in its supply chains. These controls are audited on a regular basis.

Our recruitment methods are transparent and approved by the operational manager and the relevant director. The recruitment controls include robust methods for vetting potential employees identity and that all payments made are paid directly to them in the correct amount.

All new employees undertake a comprehensive induction process which includes familiarisation with Chassis Cab Ltd Policies and procedures, and the Company Handbook. These controls include all aspects of employee welfare, reporting digressions and whistleblowing and are available to access through the company intranet.

### Due Diligence Processes


Chassis Cab Ltd has a supplier policy and maintains a preferred supplier list. We will conduct due diligence on all suppliers before allowing them to become a preferred supplier.

Sub-contractors undergo a rigorous assessment to ensure that they meet Chassis Cab Ltd standards in competencies; certification, insurances and that they can meet best practise industry standards.

All suppliers are required to confirm that no part of their business operation contradicts the modern slavery act. In addition to the above, as part of our contract with suppliers, we require that they confirm to us that they either have a modern slavery policy of their own in place or, at the very least, they are aware of the act and do not contravene its intentions in any way and can confirm the following:

- 1 They have taken steps to eradicate modern slavery within their business.
- 2 They hold their own suppliers to account over modern slavery.
- 3 UK suppliers pay their employees at least the national minimum wage or at best the national living wage.
- 4 We may terminate the contract at any time should any instances of modern slavery come to light..

## SLAVERY & HUMAN TRAFFICKING ANNUAL STATEMENT ANNUAL STATEMENT - YEAR TO 31ST DECEMBER 2018



### Risk Management Process

Details of the due diligence undertaken by Chassis Cab Ltd on new suppliers and when reviewing existing suppliers includes the following processes:

The supply chain is mapped to assess a particular product or geographical risks. As a result, 90% of our suppliers are UK based.

The evaluation of modern slavery and human trafficking risks of each new supplier is carried out as part of the supplier evaluation of new suppliers. Preferential suppliers are given priority on the purchasing system as they are able to meet all of our criteria.

Sub-contractors are also subject to rigorous checks to ensure that they meet our criteria and are able to demonstrate that they carry the relevant insurances; certification and that their staff are competent for the task in hand.

### Training Key Personnel

We will regularly conduct training for all employees authorised to make purchases so that they understand the signs of modern slavery and what to do if they suspect that it is taking place within our supply chain.

- 1 Be aware of unrealistically low prices and deadlines and labour that potentially is not being paid the minimum wage.
- 2 How to assess the risk of slavery and human trafficking in relation to various aspects of the business, including resources and support
- 3 How to identify signs of slavery or human trafficking and raise the issue and escalate suspicions to the relevant parties.
- 4 What steps can be taken to correct the situation, through assisting them with training and raising awareness and what to do if the supplier or sub-contractor does not implement changes

### Our Performance Indicators

We will know the effectiveness of the steps that we are taking to ensure that slavery and or human trafficking is not taking place within our business or supply chain if there no adverse findings to the due diligence and risk management process.

## SLAVERY & HUMAN TRAFFICKING ANNUAL STATEMENT ANNUAL STATEMENT - YEAR TO 31ST DECEMBER 2018

### Actions to be addressed before December 2019

#### 1 Supply Chains

- a Chassis Cab Ltd will carry out a review of our approved suppliers and sub-contractors in the coming financial year. This review will include validations from our suppliers and sub-contractors that no slavery or human trafficking is tolerated within their business.
- b Invoking sanctions against suppliers that fail to improve their performance in line with and action plan or seriously violate our supplier code of conduct, including termination of business relationships.

#### 2 Due Diligence Processes

- a We will conduct due diligence on all suppliers before allowing them to become a preferred supplier
- b Chassis Cab Ltd expects suppliers and sub-contractors to apply the same standards and considerations regarding the modern slavery act with their supply chain. Further, all suppliers are required to confirm that no part of their business operation contradicts the modern slavery act.

#### 3 Relevant Policies & Procedures

The relevant employment forms will be updated to include a formal record of the identity checks carried out and the reference number of documentation seen will be recorded.

#### 4 Training Key Personnel

We will regularly conduct training for all employees authorised to make purchases so that they understand the signs of modern slavery and what to do if they suspect that it is taking place within our supply chain.

### Approval for This Statement

This statement has been approved by the Board of Directors as identified below and will be updated annually



**Robert Baxter**  
**Managing Director**

**December 2018**