

## Modern slavery statement for Rolfe Contracting Limited



This statement is made pursuant to s.54 of the Modern Slavery Act 2015 and sets out the steps that Rolfe Contracting Limited has taken and is continuing to take to ensure that modern slavery or human trafficking is not taking place within our business or supply chain.

Modern slavery encompasses slavery, servitude, human trafficking and forced labour. Rolfe Contracting Limited has a zero tolerance approach to any form of modern slavery. We are committed to acting ethically and with integrity and transparency in all business dealings and to putting effective systems and controls in place to safeguard against any form of modern slavery taking place within the business or our supply chain.

### Our business

Electrical and Mechanical fit out works, refurbishment works, project management, CDM management (Principal Contractor) and FM management (Statutory compliance and contractor management). RCL operate within a wide variety sectors and have a vetted supply chain consisting of suppliers and subcontractors

### Our high risk areas

The areas of business that we consider to be a risk are those where the client or client's team specifies third parties to undertake work within our projects or maintain items within our contract, Rolfe Contracting use a risk register and matrix, when any additional third parties are specified the Rolfe Contracting subcontractor and supplier approval process is instigated and all designated parties have to submit relevant HR, health, safety, quality and environmental paperwork to satisfy the HSEQ Compliance Team to assist in risk mitigation.

### Our policies

We operate a number of internal policies to ensure that we are conducting business in an ethical and transparent manner. These include:

1. Anti-slavery policy. This policy sets out the organisation's stance on modern slavery and explains how employees can identify any instances of this and where they can go for help.
2. Recruitment policy. We operate a robust recruitment policy, including conducting eligibility to work in the UK checks for all employees to safeguard against human trafficking or individuals being forced to work against their will.
3. Whistleblowing policy. We operate a whistleblowing policy so that all employees know that they can raise concerns about how colleagues are being treated, or practices within our business or supply chain, without fear of reprisals.
4. Code of business conduct. This code explains the manner in which we behave as an organisation and how we expect our employees and suppliers to act.

## Our suppliers

Rolfe Contracting operates a supplier policy and maintains a preferred subcontractor and supplier list. We conduct due diligence on all subcontractors and suppliers before allowing them to become a preferred supplier. This due diligence includes an online search to ensure that particular organisation has never been convicted of offenses relating to modern slavery [and on site audits which include a review of working conditions]. Our anti-slavery policy forms part of our contract with all suppliers and they are required to confirm that no part of their business operations contradicts this policy.

In addition to the above, as part of our contract with suppliers, we require that they confirm to us that:

1. They have taken steps to eradicate modern slavery within their business
2. They hold their own suppliers to account over modern slavery
3. (For UK based suppliers) They pay their employees at least the national minimum wage / national living wage (as appropriate)
4. (For international suppliers) They pay their employees any prevailing minimum wage applicable within their country of operations
5. We may terminate the contract at any time should any instances of modern slavery come to light

## Training

We regularly conduct training for our procurement/buying teams 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.

## 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:

No reports are received from employees, the public, or law enforcement agencies to indicate that modern slavery practices have been identified.

## Approval for this statement

This statement was approved by the Board of Directors on 1/10/2019



Rob East  
Technical Director  
Date: October 2019



Paul Rolfe  
Managing Director  
Date: October 2019