Modern Slavery Policy

INTRODUCTION

Step Ahead is committed to eliminating modern slavery, human trafficking, forced labour, and similar human rights abuses. We recognise our responsibility to ensure that these practices do no occur in any part of our business or supply chains.

Step Ahead is a recruitment, training, and employability agency operating in the UK. We do not have a parent company. Our business includes providing staffing solutions, training programmes, and employability services across various sectors. Our supply chains involve sourcing temporary and permanent staff, sometimes making use of sub-contractors for training, or collaboration with other service providers when necessary.

PURPOSE AND SCOPE

Step Ahead is committed to ensuring that its staff and any workers it supplies (directly or indirectly) are not subject to behaviour or threats that may amount to modern slavery, human trafficking, forced labour, and similar human rights abuses. This policy reflects that commitment.

POLICY

We have established due diligence processes to identify, assess, and mitigate the risk of slavery and human trafficking in our business and supply chains. This includes:

- Conducting supplier audits and assessments.
- Implementing robust supplier selection criteria.
- Requiring suppliers to provide their own modern slavery statements or sign up to an appropriate code of conduct.

We regularly assess the parts of our business and supply chains where there is a risk of modern slavery and human trafficking. The steps taken to manage these risks include:

- Conducting regular risk assessments.
- Engaging with suppliers to understand their practices.
- Implementing corrective actions where necessary.

Step Ahead provides appropriate training and awareness information for all of its staff. In particular:

- Our staff undertake training courses that include guidance around modern slavery and human trafficking, as well as other wider human rights issues.
- All of our staff receive awareness-raising information around issues involving modern slavery and human trafficking, so they can bring any concerns to the attention of management.

Any staff, workers, or other parties are strongly encouraged to report any concerns or suspicions they might have to our safeguarding lead. Reports surrounding these issues are taken extremely seriously by our directors and safeguarding lead, who are committed to ensuring that

all investigations are prompt and effective. If our investigations reveal any issues, we are committed to taking appropriate action, including but not limited to:

- Working with the appropriate organisations to improve standards.
- Removing that organisation from our preferred supplier list.
- Passing details to appropriate law enforcement bodies.

We regularly monitor our risks in this area through the use of relevant key performance indicators, including:

- The percentage of suppliers who sign up to an appropriate code/provide their own modern slavery statements.
- The level of modern slavery training and awareness amongst our staff.

RELATED POLICIES AND DOCUMENTS

- Grievance Procedure
- Prevent Policy
- Safeguarding Policy
- Whistleblowing Policy

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