

Anti-Slavery and Human Trafficking Statement (Modern Slavery Act 2015)

Introduction

Whistl is committed to improving our practices to combat slavery and human trafficking by helping protect the most vulnerable and to prevent the violation of human rights.

This statement has been published in accordance with the Modern Slavery Act 2015 and relates to our financial year 1 January to 31 December 2019. It sets out the steps taken by Whistl to understand all potential modern slavery risks to our business and put in place measures to ensure that there is no slavery or human trafficking on our own business or our supply chains.

Our Business and Company Structure

Whistl is the delivery management partner of choice for online retailers and brands providing efficient, high-quality, competitively priced integrated mail and parcel delivery, fulfilment, contact centre and advertising solutions. Headquartered in Marlow, we provide UK wide delivery services as well as international.

The business is owned by management with a minority shareholding held by PostNL and we have around 1,920 employees across sites in Glasgow, Bolton, Bedford, Bristol, Belfast, Rushden, Farnborough, Nottingham, Gateshead, Heathrow and our head office in Marlow.

For the purpose of this statement we use the terms “Whistl” and “Group” to encompass the activities of following companies:

- Whistl UK Limited
- Whistl (Doordrop Media) Limited
- Whistl Fulfilment (Farnborough) Limited
- Whistl Fulfilment (Rushden) Limited
- Parcelhub Limited
- Whistl Fulfilment (Gateshead) Limited
- Spark Etail Limited

Our Policies on Slavery and Human Trafficking

Whistl is committed to ensuring that there is no modern slavery or human trafficking practices within our business or our supply chain. Our Anti-Slavery and Human Trafficking Policy reflects our responsibility to act ethically and with integrity in all our business relationships and to implement and enforce effective systems and controls to ensure slavery and human trafficking are not taking place anywhere in our supply chain.

This policy works in conjunction with a range of other relevant policies and procedures that set out steps to be taken to support the identification and steps to prevent slavery and human trafficking in the business. All our policies are reviewed and updated on an annual basis and are freely available to staff through our internal intranet and suppliers on our Supplier Portal.

Over 2019 we have undertaken a review of related policies and procedures for example to ensure there is explicit reference to our expectations of all workers with respect to any risk of

Slavery or Human Trafficking that they may become aware of internally or within our supply chain. This includes our Whistleblowing Policy & Procedure; Conduct and Capability Disciplinary Policy and Procedure; Anti-Harassment and Bullying Policy and Procedure; and, Recruitment Policy & Procedure.

In 2020 we will continue to review and update our policies and procedures to raise greater awareness of how Modern Slavery and Human Trafficking impacts our business.

Due diligence processes for Slavery and Human Trafficking

Our Workforce – Verification

We regularly undertake appropriate checks in respect our employees and contract workers through CRB checks, referencing and also validation of personal information. We verify the information supplied by carrying out regular audits. Any issues identified in relation to data provided by employees on shared addresses, bank accounts and/or other risk factors are investigated on a monthly basis. In 2019 no areas of concern were identified on investigation of any flags raised through these checks.

In 2020 we will continue to work with our suppliers to ensure they also maintain a high standard of verification setting out clear expectations of checks and verifications to be completed at every level. Furthermore, we will be reviewing our Service Level Agreements with these recruitment suppliers to ensure they accurately reflect updates and changes to our own Anti-Slavery and Human Trafficking policy over the last 12 months.

Audits

We carry out regular audits in relation to our employees, contract workers and suppliers in order to evaluate any potential breaches. Audit standards are regularly reviewed to ensure that they remain fit for purpose and are compliant.

Throughout 2019 we have continued to incorporate anti-slavery and human trafficking into audits across key suppliers of facility management, recruitment and uniforms across our business. No issues have been highlighted as a result of these Audits.

This practice of regular audit and review will continue in 2020.

Supply Chain Compliance

Our business regularly assess the risk levels within our supply chain and works with them to certify that they comply with the laws regarding slavery and human trafficking in the country or countries in which they do business.

Since 2017 we have developed, implemented and refined our procurement process to ensure:

- On invitation to respond to a Request for Proposal (RFP) any potential suppliers are required to confirm that they have read and can comply with the terms of our Anti-Slavery and Human Trafficking Statement, Policies and Procedures.
- On contracting out terms of business clearly set out our suppliers obligations in relation to Modern Slavery both for their own business and their supply chain.
- At the outset of any contract and on an annual basis all suppliers in areas of identified risk are issued and required to complete a Modern Slavery Questionnaire verifying that they have appropriate processes, policies and procedures in place to assure compliance to laws regarding anti-slavery and human trafficking.

At each stage of the procurement process any supplier who is unable to verify compliance are disqualified from the process.

In 2019, no significant risk of non-compliance has been identified amongst our current suppliers. Where we have identified potential for improvement we have highlighted these to individual suppliers as recommendations for their consideration.

In 2016 we undertook a risk assessment of our supply chain and due to the nature of our business identified minimum risk in relation to the arena's and nature of supply. Since then we have expanded our business through acquisition and in doing so we have re-assessed the level of risk at every stage. In 2020 we will review our supply chain risk assessment practices to assure it is still in line with best practice and guidance in relation to Modern Slavery.

Training

Since 2016 all staff have been required to complete mandatory compliance training on induction and then on an annual basis that includes an awareness of modern slavery and human trafficking. We have in place a key performance indicator that requires no less than 85% of our workforce to have successfully completed this compliance training at any point in time.

All Whistl employees and management who have direct responsibility for supply chain management are provided with appropriate training on human trafficking and slavery, particularly with respect to mitigating risk within our supply chains.

Additional briefings and support materials are available to key staff involved in recruitment, on-boarding, line management and supplier relationship management to ensure appropriate knowledge and skills are available to identify, report and address any areas of concern.

In 2019 we made a commitment to test the processes and training we have in place through a series of dry run scenarios within our own operation and that of our supply chain. These dry run test scenarios will take place in second half of 2020 and early 2021. A review of the results of these will inform any improvements to our policy, processes and training for 2021.

In 2020 we have committed to working to further increase awareness of our organisations' response to Human-trafficking and Modern Slavery including publishing details of our Modern Slavery compliance group, provide a focus around key dates in the year on our intranet and through on-site briefings.

Internal Accountability

We have zero tolerance to slavery and human trafficking. To ensure all those within our business, supply chain and contractors comply with our values and ethics, we have in place Corporate Social Responsibility Standards. Our compliance team consists of:

- Legal
- Audit and Compliance
- Human Resources
- Procurement
- Security

That team meet together at least bi-annually to review progress and identify any areas of continuous improvement. In 2019 our participation in the Home Office Government Supplier Framework process proved helpful in identifying areas of continuous improvement informing our suggested improvements for 2020.

We are developing a new "Supplier Code of Conduct" that draws together the operating standards and ethical expectations to be met by any supplier that work with us into one document. This encompasses their obligations in relation to managing modern slavery risk

and will be provided to all suppliers as part of any formal tender or contract renewal process as well as being available to all current suppliers through our supplier portal.

Key Performance Indicators

Since 2016 we have reviewed our existing supply chains to ensure their compliance to the Modern Slavery Act 2015. This has been undertaken through the issue, return and assessment of information provided by the Anti-Slavery and Human Trafficking supplier questionnaires both at award of any contract and on an annual basis.

We are introducing a set of Key Performance Indicators that will be measured both internally and help inform audits with suppliers. These will include measures around:

- Anti Slavery and Human Trafficking Training - Completion and successful assessment of learning as a percentage of the workforce.
- Verification Checks – Number of potential risks identified through checks, resolution times and outcomes.
- Whistleblowing Reports – Time taken to act investigate and resolve any risks identified.
- Supplier Audits – Issues of non-compliance highlighted and response time to resolve

This statement is made pursuant to Section 54(1) of the Modern Slavery Act 2015 and constitutes our slavery and human trafficking statement for the financial year ending 31st December 2019

Name of Director: Lynn Dillon

Signatory Title: HR Director

Signature of Director:



Date: 31 July 2020