



PRINTING • PACKAGING • DIRECT MAIL

A Carbon Balanced Printing Company

Modern Slavery Statement

1.1 Introduction

This Modern Slavery and Human Trafficking statement relates to actions and activities of Potts Print (UK) Limited during the financial year 1st January 2024 to 31st December 2024.

The statement sets down Potts Print (UK) Limited's commitment to preventing slavery and human trafficking in our business activities and the steps we have put in place with the aim of ensuring that there is no slavery or human trafficking in our own business and supply chains. We all have a duty to be alert to risks, however small. Staff are expected to report their concerns and management are to act upon them.

Potts Print (UK) are not required under English law to produce a statement on Modern Slavery as we do not qualify under the thresholds set out in section 54 of the act. However, we apply a common-sense approach and have the appropriate procedures and policies in place to comply with the act.

1.2 Organisational structure

1.3 This statement covers the business activities of Potts Print (UK) Limited which are as follows:

The Company is a well-established, privately-owned company who specialise in the design and manufacture of lithographic and digital printing, bespoke printed packaging, large format printing, direct mail, and storage, fulfilment & distribution services for a wide range of sectors including, but not limited to, local government, NHS trusts, education, theatres & arts, charities, housing, retail and pharmaceutical. Potts Print (UK) Limited operates from two sites in Cramlington, Northumberland; a HQ – Atlas House – houses internal and external sales, graphic design, data, pre-press, litho & small and large format digital production, print finishing, HR, and finance; and a storage & distribution facility – Athena House – houses data scanning department and secure pick, pack, and despatch services. The Company's supply chain is based within the UK. The Company currently operates in the UK and export to the European Union.

1.4 Responsibility for the Company's anti-slavery initiatives is as follows:

- a. Policies – Carla Armstrong, HR & Corporate Services Director and Beck Owen, Deputy Director, Corporate Services are responsible for creating and reviewing policies.
- b. Risk assessments - Beck Owen – Deputy Director, Corporate Services, is responsible for risk assessments in respect of human rights and modern slavery, including the core labour requirements self-assessment under FSC-STD-40-004 Annex D.
- c. Due diligence - Carla Armstrong, HR & Corporate Services Director is responsible for due diligence in relation to known or suspected instances of modern slavery and human trafficking.

1.5 Employment

All our employees receive a written statement of their terms and conditions, including but not limited to; pay, working hours, holiday entitlement and pay, overtime rates, sick pay, and deductions. There are no zero-hour contracts used. We carry out checks to ensure that our employees have a legal right to work in the UK or other countries in which they are employed. We utilise temporary workers in addition to our permanent employees to support our business needs. Any third-party workers are subject to the same checks and policies as our employees. No recruitment fees are paid by the individual being considered for employment. The Company also adheres to the standards of the National Living Wage legislation and Minimum Wage legislation in the countries in which we operate. This is reviewed on an annual basis. We undertake verification of all individuals, as required by UK legislation, prior to appointment and in certain roles, which includes DBS and other security checks.

1.6 Supply Chain

Our network of suppliers stretches throughout the UK and into Europe and consists of SME's and large-scale corporations with the majority residing in the UK.

All suppliers are expected to uphold high standards in all business practises and to share our zero-tolerance approach to slavery and human trafficking. The Company expects all suppliers to comply with all relevant laws of the country in which they operate.

This is supported through the use and review of Outsourcing Agreements incorporating FSC Core Labour Requirements, Supplier Approval Questionnaires, and an Approved Supplier Database.



PRINTING • PACKAGING • DIRECT MAIL

A Carbon Balanced Printing Company

1.7 Training

To ensure a good understanding of the risks of modern slavery and human trafficking in our business and supply chain, Carla Armstrong and Beck Owen have completed training including Equality, Diversity, and Inclusion. We are committed to ensuring that the company's employees are equipped to understand the implications of the modern slavery and human rights abuses in the Company and to identify risk factors and escalate appropriately.

1.8 Policies

The Company is committed to ensuring that there is no modern slavery or human trafficking in our business or our supply chains. This statement affirms its intention to act ethically in our business relationships.

The following policies set down our approach to the identification of modern slavery risk and steps to be taken to prevent slavery and human trafficking in our operations:

- a. **Company Handbook** – a copy of all applicable Company rules and policies which all employees are required to follow under the terms of their employment.
- b. **Recruitment and selection policy** – individuals are selected for employment based on being the most suitable candidate.
- c. **Anti-Bribery policy** – the Company conducts all of its business in an honest and ethical manner, and we take a zero-tolerance approach to bribery and corruption.
- d. **Whistleblowing policy** – the Company encourages all its workers, customers, and other stakeholders to report any concerns related to its direct activities or its supply chains.
- e. **Equal opportunity policy** – sets Company aims to promote equality, harmony, and respect amongst individuals and to eliminate discrimination, harassment, and victimisation of all kinds. Staff must ensure their conduct conforms to the standards set out within this policy.
- f. **Child labour policy** – sets out policy regarding child labour within the Company and within our supply chain.
- g. **Grievance policy** – sets out a procedure for grievances relating to employment.
- h. **Ethical trading policy** – sets out codes of practice for all workers involved in the delivery of services (including our supply chain) provided by the Company are treated with full consideration to their basic human rights.

1.9 Due diligence processes for slavery and human trafficking

The Company undertakes due diligence when considering taking on new suppliers, and regularly reviews its existing suppliers. The Company's due diligence includes building long-standing relationships with suppliers and making clear our expectations of business partners and evaluating the modern slavery and human trafficking risks of each new supplier and invoking sanctions that do not align with our policies.

This modern slavery and human trafficking statement will be regularly reviewed and updated, as necessary. The Directors of Potts Print (UK) Limited endorse this policy statement and is fully committed to its implementation. This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015.

This modern slavery and human trafficking statement has been approved and authorised by:

Carla Armstrong
HR & Corporate Services Director
04.03.2024

Last Reviewed: 04.03.2024 (BO)
Review due on or before 01.03.2025