

1 Introduction

- 1.1 Business West's reputation and continued growth rests with its people. The Company continues to put into place policies, practices and training to ensure that both itself and its supply chain adhere to best practice in all areas of employment, including the terms by which and conditions within individuals are employed. As a certified B:Corp we have a strong social conscience and promote a positive work/life balance.
- 1.2 This Statement sets out the principles to which Business West aims to adhere, at all times. All employees shall be made aware of this Statement and shall be expected to comply with it. Suppliers and sub-contractors shall be expected to comply with the requirements of the Modern Slavery Act 2015.

2 Principles

2.1 Employment:

- 2.1.1 All employees shall be free to choose their employment (in line with their contract of employment) and shall not be forced to work against their will.
- 2.1.2 Employees shall not be required to pay to work and must provide proof of eligibility to work.
- 2.1.3 No original identity papers shall be retained by the employer.
- 2.1.4 All employees shall be free to leave their employment after reasonable and/or contractual notice.
- 2.1.5 Business West encourages colleagues to speak up if they have any concerns about illegal practices going on within the organisation or our supply chain and provides a clear process for doing so.

2.2 Working conditions and hours:

- 2.2.1 A safe and hygienic working environment shall be provided, and adequate steps shall be taken to prevent accidents and injury to health including the provision of regular health and safety training and appropriate personal protective equipment.
- 2.2.2 Records shall be kept of accidents, injuries and known exposure to health and safety risks at work in accordance with relevant legislation.
- 2.2.3 Accommodation, where provided, shall be clean, safe, and meet the basic needs of employees.

2.2.4 Working hours shall comply with all national laws and any overtime will be voluntary wherever possible.

2.2.5 Employees shall be given reasonable breaks while working and sufficient rest periods.

2.3 Pay:

2.3.1 Pay and benefits shall meet, at a minimum, national legal standards. Business West is a Living Wage Employer.

2.3.2 All employees shall be provided with written and understandable information about their employment conditions including pay within the required legal time frame and will receive a detailed pay slip for each relevant pay period.

2.4 Child Labour:

2.4.1 No child under the age of 16 shall be employed in a role that is likely to be hazardous or to interfere with the child's or young person's education or to be harmful to their health or physical, mental, spiritual, moral or social development.

2.5 Equality and Respect:

2.5.1 All candidates, employees and agency workers will be treated equally and with respect, irrespective of age, gender, sexual orientation, religion, social background, disability race, union membership or political affiliation.

2.5.2 The company will deal swiftly and appropriately with any incident which serves to discriminate, harass or intimidate any candidate, employee, sub-contractor or agency worker.

2.5.3 All staff will maintain knowledge of modern slavery risks including annual training and development.

3. Suppliers:

3.1 Where appropriate, organisations contracting with Business West to deliver or supply goods and/or services will:

3.1.1 Undergo background checks during the procurement stage and (where appointed) at scheduled project reviews to ensure compliance with legislation;

3.1.2 Be treated equally and with respect;

3.1.3 Be expected to comply with the principles specified in this statement.

4. Reporting:

4.1 In that suspicions are raised about modern slavery, staff should notify their line manager and/or escalate to a member of the Executive Management Team.

4.2 Suspicion of modern slavery can also be reported via the hotline: 0800 0121700 or online via: [File a report](#)