

Modern Slavery Policy

1. Overview and how we define Modern Slavery

- 1.1 Slavery, forced labour, servitude, and human trafficking are types of 'Modern Slavery' – criminal activity that deprives victims of their liberty and usually involves financial and other exploitation.
- 1.2 We conduct our business fairly, ethically and with respect to fundamental human rights. We are committed to the prevention of all forms of Modern Slavery and human trafficking, both in our business and in our supply chains. We will not tolerate it.
- 1.3 You must read and comply with this policy if you work for, or on behalf of us in any capacity including as: an employee, director, officer, worker, consultant, volunteer, supplier or service provider.
- 1.4 Failure to comply with this policy may result in disciplinary action, including dismissal, or termination of the contract between you and us. It could also involve other legal steps being taken against you.
- 1.5 Our Anti-Slavery Officer ('ASO') is the Managing Director. They are responsible for this policy.
- 1.6 If you are an employee, this policy does not form part of your employment contract, and we may update it at any time.

2. Responsibilities

- The Managing Director has overall accountability for this policy and for ensuring proportionate controls are in place.
- Procurement / supplier owners are responsible for applying modern slavery checks during onboarding and renewal.
- Managers are responsible for identifying and escalating any concerns in their teams, including where agency or subcontract labour is used.
- All workers must comply with this policy and report concerns promptly.

3. Preventing Modern Slavery in our business

- 3.1 We carry out right to work checks and maintain records in line with current Home Office guidance for all employees and, where appropriate, contractors and labour supplied through agencies. We are committed to preventing modern slavery and human trafficking and will comply with the Modern Slavery Act 2015. We also take steps to promote fair work practices, including ensuring people understand their terms and have clear routes to raise concerns.

To comply with this legislation, we require potential employees, contractors and recruitment agencies to provide us with:

- **One** of the **original** documents included in **List 1**

OR

- **Two of the original documents in the combinations given in List 2**

List 1

1. A passport (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.
3. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. A current Biometric Immigration Document (biometric residence permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List 2 (Group A)

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A current Biometric Immigration Document (biometric residence permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time-limited period and to do the type of work in question.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the

Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.

5. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.
6. A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
7. A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List 2 (Group B)

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. An application registration card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

- 3.2 We give every employee a written employment contract, and he or she is paid in accordance with the law. We comply with our legal obligations to ensure the health and safety of all our employees and workers, including in relation to working hours, rest breaks and holidays.

4. Supply chain due diligence

- 4.1 We take a risk-based approach to managing modern slavery risks in our supply chain and with our direct suppliers. If you supply us with goods or services to us, you must assess your business and supply chains and confirm to our ASO that you:

- comply with your legal obligations, in relation to Modern Slavery; and
- are committed to ensuring there is no Modern Slavery taking place in your business, or in any of your supply chains.
- carrying out additional checks where the risk is higher (for example, where labour is supplied through agencies or multiple subcontracting tiers). You must also provide a copy of your anti-slavery policy.

- 4.2 Where concerns are identified, or if you are found to be in breach this policy or are found to have Modern Slavery in your business, or knowingly in your supply chain, we may terminate our contract with you and pursue legal remedies against you.

5. If you are an Employee or a Worker providing services for us

- 5.1 You must immediately report any suspicions of Modern Slavery in our business or supply chains to our ASO. Our ASO will investigate and report to our Board of Directors within a reasonable time, on actions which may require to be taken.
- 5.2 You will not suffer any detrimental treatment because of reporting any genuine concerns, raised in good faith, under this policy. This applies, even if after investigation, they are found to be mistaken. If you believe that you have suffered any such treatment, you should immediately tell our ASO and, if you are an employee, refer to our Grievance and Whistleblowing Policies.



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29/1/26

Rev No	Issue Date	Rev Description	Prepared	Checked	Approved
A1	27/09/17	General issue	RJ	BV	
P2	23/10/21	Amended in accordance with received comments	TB (Advo Group)	ME/ RH	ME
R1	20/11/24	Amended in accordance with received comments	WH	SMcC	GE
R2	29/01/2026	Annual/Periodic Review with changes	NK	WH	GE