



INSITE GRAPHICS MODERN SLAVERY AND HUMAN TRAFFICKING POLICY

May 20th 2024

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1. Introduction

Modern slavery is a crime that deprives a person's liberty and dignity for another person's gain. It is a real problem for millions of people around the world, including many in developed countries, who are being kept and exploited in various forms of slavery. Every company is at risk of being involved in this crime through its own operations and its supply chain.

At Insite Graphics, we have a zero-tolerance approach to modern slavery, and are fully committed to preventing slavery and human trafficking in our operation and supply chain. We have taken concrete steps to tackle modern slavery, as outlined in our statement. This statement sets out the actions that we have taken to understand all potential modern slavery risks related to our business, and to implement steps to prevent slavery and human trafficking during the financial year 2023/24.

2. Our business and supply chains

Insite Graphics is a large format print specialist that designs, produces, delivers and installs world-class graphics to a global client list of events, exhibitions, conferences and event organisers. We operate from our headquarters in Leatherhead across the UK and Europe.

We establish a relationship of trust and integrity with all our suppliers, which is built upon mutually beneficial factors. Our supplier selection and on-boarding procedure includes due

diligence of the supplier's reputation, respect for the law, compliance with health, safety and environmental standards, and references.

We haven't been made aware of any allegations of human trafficking/slavery activities against any of our suppliers, but if we were, then we would act immediately against the supplier and report it to the authorities.

3. Risk assessment

We continually assess our supply chain by taking into account:

- The risk profile of individual countries based on the Global Slavery Index
- The business services rendered by the suppliers
- The presence of vulnerable demographic groups
- A news analysis and the insights of labour and human rights groups

This assessment will determine our selection of new suppliers and our continuing relationship with existing suppliers.

4. Policies

Insite Graphics operates the following policies for identifying and preventing slavery and human trafficking in our operations:

- Whistleblowing Policy - we encourage all employees, customers and suppliers to report any suspicion of slavery or human trafficking without fear of retaliation. We provide a confidential helpline to protect the identity of the whistleblowers.
- Code of Conduct - our code encourages employees to do the right thing by clearly stating the actions and behaviour expected of them when representing the business. We strive to maintain the highest standards of employee conduct and ethical behaviour when operating abroad and managing our supply chain.
- Purchasing guidance - we have updated our Purchasing guidance to make explicit reference to slavery and human trafficking.

5. Supplier due diligence

Insite Graphics conducts due diligence on all new suppliers during on-boarding and on existing suppliers at regular intervals. This includes:

- Assessing risks in the provision of particular services.
- Auditing the suppliers, and their health and safety standards, labour relations and employee contracts.
- Requiring improvements to substandard employment practices
- Sanctioning suppliers that fail to improve their performance in line with our requirements

We require all suppliers to attest that:

- They don't use any form of forced, compulsory or slave labour
- Their employees work voluntarily and are entitled to leave work

- They provide each employee with an employment contract that contains a reasonable notice period for terminating their employment
- They don't require employees to post a deposit/bond and don't withhold their salaries for any reasons
- They don't require employees to surrender their passports or work permits as a condition of employment

6. Awareness and training

Insite Graphics has raised awareness of modern slavery issues by including a section on modern slavery in our Company Handbook, which explains:

- Our commitment in the fight against modern slavery
- Red flags for potential cases of slavery or human trafficking
- How employees should report suspicions of modern slavery.

7. Responsible Person

- It is the responsibility of Insite's Sustainability, Communications and Wellness (SCW) Manager to carry out risk assessments annually and ensure that all suppliers are annually audited and adhere to our Sustainable Procurement Policy.
- Insite's SCW Mgr will also be responsible for induction and staff training in this regard.
- The SCW Mgr will review all policies on an annual basis.

8. **Commitment to the principles of the Modern Slavery Act 2015.**

- Insite Graphics is committed to complying with all relevant UK legislation and regulation concerning Modern Slavery including the Modern Slavery Act 2015.

9. **Future Goals And Aims**

- Insite Graphics will continue to proactively monitor and review the action points detailed above in this policy, complying with all new UK legislation, training and regulations.
- Employees will continue their knowledge expansion on the issues of modern slavery through Insite courses and articles in the Employee Magazine.
- The Insite Human Trafficking and Anti Slavery Policy will be reviewed annually or sooner should new legislation come into action.

Signed



Chris Berrisford, Owner

Date 20/5/2024

Review 7 - This statement covers 20 May 2024 to 20 May 2025.

Review Date: 20 May 2025.