

**Your Option Services Ltd**

# Modern Slavery & Illegal Workers Policy

**Approved by:** Fiona Brown

**Job Role:** HR Manager

**Signed:** F.Brown

**Date:** Jan 23, 2023

**This policy must be reviewed by the following date:** Jan 23, 2024

**Company Name: Approved By: Review Date:**

Your Option Services Ltd

Lisa Dumonbreville Jan 23, 2024

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## **Introduction**

This Modern Slavery and Illegal Workers Policy relates to actions and activities during the current year and shall be

reviewed on or before Jan 23, 2024.

The statement sets out Your Option Services Ltd's commitment to compliance with the Modern Slavery Act 2015 and our commitment to preventing slavery, human trafficking and illegal workers in our business activities. This policy also details the steps we have put in place with the aim of ensuring that there is no slavery, human trafficking or illegal workers 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 to act upon them.

## **Organisational Structure and supply chains**

This statement covers the business activities of Your Option Services Ltd which are as follows:

Your Option provide clients with clean, safe & well-maintained environments. We are led by our values that comprise of client collaboration, accountability, communication and teamwork. We are dedicated to creating you a bespoke streamlined service and ensure our services are completed to the highest standards.

The Company currently operates in the following countries: ■ United Kingdom

## **Training**

To ensure a good understanding of the risks of modern slavery, human trafficking and illegal workers in our business and supply chains, the Company requires all employees to attend a short training presentation where the company modern slavery training presentation is delivered within the first 2 months of employment.

## **Policy**

Your Option Services Ltd is committed to ensuring that there is no modern slavery, human trafficking or illegal workers in our business or our supply chains. This Statement affirms our intention to act ethically in our business relationships.

## **Illegal Workers**

Your Option Services Ltd carry out appropriate VISA, Passport and DOB checks to ensure all current and potential employees are entitled to work in the UK in accordance with Sections 15 to 25 of the Immigration, Asylum & Nationality Act 2006. Should a non-EU resident apply to work with us, as identified by pre-employment screening

questions, a copy of their work visa and passport would be required. All necessary checks would then be made to

ensure the person had the right to work in the UK and they have no immigration restrictions that prevent them from doing the work in question.

All documentation used by Your Option Services Ltd to verify the right to work of any current or potential employee shall comply with guidance on [preventing illegal working](#) issued by the Home Office.

Should a potential employees' right to work in the UK be on a temporary basis, additional checks will be carried out to ensure that their documents have been renewed prior to them commencing employment to prevent a situation where their working rights would expire during their period of employment.

All related verified documentation is retained for a minimum of 2 years after the individual has ceased employment with Your Option Services Ltd.

## **Due Diligence Processes for Slavery and Human Trafficking**

Your Option Services Ltd undertakes due diligence when considering taking on new suppliers, and regularly reviews its existing suppliers. The Company's due diligence process includes the building of long-standing relationships with suppliers and making clear our expectations of business partners, evaluating the modern slavery and human trafficking risks of each new supplier &/or invoking sanctions against suppliers that fail to improve their performance in line with an action plan provided by us, including the termination of the business relationship.

## **Policy Review**

This Modern Slavery and Illegal Workers Policy will be reviewed at regular intervals, updated as necessary and no later than the date in the footer of this document. The Company Director endorses this policy statement and is fully committed to its implementation.

### **Sign Off & Approval**

**Approved by:** Lisa Dumonbreville

**Job Role:** Managing Director

**Signed:** L.Dumonbreville

**Date:** 23 Jan, 2023

**Company Name: Approved By: Review Date:**

Your Option Services Ltd

Lisa Dumonbreville Jan 23, 2024

