

## **Modern Slavery Act 2015**

### **IG Doors annual statement 2017-18**

This statement sets out IG DOORS' actions to understand all potential modern slavery risks related to its business and to put in place steps that are aimed at ensuring that there is no slavery or human trafficking in its own business and its supply chains.

The Company is absolutely committed to preventing slavery and human trafficking in its corporate activities, and to ensuring that its supply chains are free from slavery and human trafficking.

#### **Company structure and supply chains**

IG Doors is a subsidiary of the Hormann group and IG Doors has been a supplier to the New Build and Social Housing Refurbishment sectors for over 35 years. The Company currently only function in the UK with no operations in any counties/locations recognised as high risk of modern slavery or human trafficking activity.

The Company undertakes due diligence when considering taking on new suppliers, and regularly reviews its existing suppliers. The Company's due diligence and reviews include:

- With regards to national or international supply chains, our point of contact is where possible with a UK company or branch and we expect these entities to have suitable anti-slavery and human trafficking policies and processes.
- Where possible we build long standing relationships with local suppliers and customers and make clear our expectations of business behaviour
- Mapping the supply chain broadly to assess particular product or geographical risks of modern slavery and human trafficking
- Reviewing all aspects of the supply chain based on the supply chain mapping on an annual basis.
- Invoking sanctions against suppliers that fail to improve their performance in line with an action plan or seriously violate our supplier code of conduct, including the termination of the business relationship

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

- **Policies:** The Head of HR is responsible for putting in place and reviewing policies and the process by which they were developed, for approval by the Managing Director.
- **Risk assessments:** [Explain the process and broad Company responsibility for human rights and modern slavery risk analysis.]
- **Investigations/due diligence:** The Head of HR is responsible for investigations and due diligence in relation to known or suspected instances of slavery and human trafficking
- **Supply Chain:** The Purchasing & Materials Manager is responsible for compliance within our supply chain, and for the Company's supplier relationships.

We have zero tolerance to slavery and human trafficking. We expect all those in our supply chain and contractors to comply with our values. IG Doors has a supplier database giving us visibility and status of our supply chain. We review and monitor this to ensure compliance to continually improve performance.

## Relevant policies

The Company operates the following policies to further support its approach to the identification of modern slavery risks and steps to be taken to prevent slavery and human trafficking in its operations:

- **Employee code of conduct.** The Company's Employee Handbook and Hörmann Code of Conduct booklet makes it clear to employees the actions and behaviour expected of them when representing the Company. The Company strives to maintain the highest standards of employee conduct and ethical behaviour and in managing its supply chain.
- **Supplier/Procurement code of conduct.** Suppliers are required to demonstrate that they provide safe working conditions where necessary, treat workers with dignity and respect, and act ethically and within the law in their use of labour.
- **Recruitment Policy.** The Company uses only specified, reputable employment agencies to source labour and always verifies the practices of any new agency it is using before accepting workers from that agency.

## Training

To ensure a high level of understanding of the risks of modern slavery and human trafficking in our supply chains and our business, we provide relevant training to members of staff. All Directors aware of and are committed to the implementation of the Modern Slavery Act 2015 requirements within IG Doors and its supply chain.

As well as training relevant staff, the Company has introduced an internal training programme to be rolled out to its staff to raise awareness of modern slavery issues. Also further notice's and literature will be distributed to all employees and displaying these across the Company's premises on an ongoing basis.

This statement has been approved by the Managing Director, who will review and update it annually.

**Managing Director's signature:**



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Mark Pulman

**Date: 10/11/2017**