

MODERN SLAVERY ACT STATEMENT:

1. Structure, business and supply chain

RCI Workplace Facilities Services Ltd is a leading supplier of relocation and move management expertise throughout the UK.

We are serious about our brand because it's part of our identity and so is our commitment to corporate social responsibility. We believe transparency is the best way we can ensure our clients and the public that we are doing our best as an ethical corporate citizen. In that spirit, we have published our statement for slavery and human trafficking, made in compliance with section 54 of the Modern Slavery Act 2015, in which we explain how slavery and human trafficking can affect our business and the steps we are taking in the fight against it. This slavery and human trafficking statement also addresses the steps taken by our subsidiary company, Vitalis Business Interiors. This statement is intended to fulfil the legal requirement for a slavery and human trafficking statement on behalf of all companies within the group, as relevant. Our efforts against slavery and human trafficking complement our broader CSR Policy and our adoption of the Ethical Trading Initiative.

RCI Workplace Facilities Services Ltd is headquartered in Leeds, England and sells its services and products throughout the United Kingdom. Our products are mainly sourced from UK suppliers which may source components from outside the UK. For the most part components are sourced from Europe, China and Italy respectively. This allows us to focus our oversight and influence over three discrete geographic regions. We have over 10 employees within our organisation, in addition to sub-contract workers and those who are engaged through our supply chain. Where possible, we engage suppliers who have relationships with existing suppliers so that we can contain our supplier network and improve consistency in ethical practices throughout the supply chain.

Building on our existing CSR Policy and our commitment to the Ethical Trading Initiative, we have embraced the requirement to publish an annual slavery and human trafficking statement. This will allow us to share our efforts against slavery and human trafficking and improve and measure our success each year. This past year ending 31 December 2017, we took the following key steps to ensure slavery and human trafficking did not occur within our organisation or supply chain.

2. Slavery and human trafficking policies

Notably, we developed our Slavery and Human Trafficking Policy, which can be found within our CSR Policy. We also instigated our Supplier Code of Conduct to set out clear objectives for 1, 3 and 5-year slavery and human trafficking plans around the following themes:

- Relationships: Strengthening our supplier engagement process
- Feedback: Establishing grievance mechanisms and channels for individual worker feedback
- Knowledge: Improving our knowledge base by collecting relevant data and improving product traceability
- Third party engagement: Building strategic alliances with independent personnel specialists
- Measurable change: Developing verifiable KPIs to measure progress
- Supplier collaboration: Encouraging suppliers to collaborate to address slavery and human trafficking issues

- Incentivisation: Developing mechanisms to incentivise employees and suppliers to address slavery and human trafficking and improve labour standards
- Accountability: Establishing a framework for organisation accountability to allow for raising issues, making suggestions, voicing grievances and reporting slavery and human trafficking

3. Due diligence procedures

We understand that our biggest exposure to Modern Slavery is in our product supply chains, where we have undertaken to minimise the risk of Modern Slavery. Within these areas, new suppliers and sites are subject to due diligence checks in the form of ethical/compliance audits. Such audits are also regularly conducted for existing suppliers and factories/sites. These audits assess compliance with the Global Sourcing Principles and are, amongst other things, intended to identify any Modern Slavery practices. If issues are identified, appropriate investigative and remedial actions will be taken.

4. Identifying, assessing and managing risk

We set out to identify the extent of any slavery and human trafficking in our supply chains by:

- Conducting internal spot-checks at factories in site in the UK
- Instituting an annual review questionnaire for existing suppliers to understand suppliers' self-assessment of slavery and human trafficking issues, allowing us to better identify slavery and human trafficking issues as they develop over time and to collect supplier-provided data to track improvement in suppliers' attitudes.

5. Key performance indicators

In order to assess the effectiveness of our modern slavery measures we will be reviewing the following key performance indicators:

- Staff training levels
- Number of slavery incidents reported in the supply chain

6. Training available to staff

A key part of our slavery and human trafficking strategy is to promote cultural change through training. This last year we:

- Delivered training on modern slavery to all supervisory staff