



**University of
Reading**

Anti-Slavery and Human Trafficking Statement - 2018/19

This statement sets out the steps the University of Reading has undertaken, and is continuing to take to ensure that modern slavery or human trafficking is not taking place within our organisation or supply chain.

The University of Reading is committed to improving our practices to combat slavery and human trafficking.

Organisational structure

The University of Reading is an independent chartered corporation with charitable status. It is based in the United Kingdom. The objects of the University, as set out in its Charter of Incorporation, are for the public benefit to advance education, learning and research through the provision, support and maintenance of a University.

The University of Reading has a number of subsidiary companies, which constitute our Group. Our subsidiary companies are as set out in the University's Ordinances, and they operate in the United Kingdom, Malaysia, South Africa and Germany. The Group has over 4200 employees worldwide.

We have a global annual turnover of £321, 615k

Our policies

We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business.

We have robust recruitment and employment practices in relation to both employees and workers including rigorous checking of immigration and right to work documents and ensuring that anyone undertaking work at the University is engaged correctly and in line with legislative requirements and University procedures.

Our Procurement Policy has been reviewed and continues to reflect our commitment to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective systems and controls to ensure slavery and human trafficking is not taking place anywhere in our supply chains.

The University has a Supplier Code of Conduct that it promotes to all its suppliers. The code of conduct sets out the matching behaviours that we expect of suppliers who are delivering goods, services and works to the University. These behaviours include - social responsibility, environmental compliance, working conditions and diversity and inclusion.

The Procurement Policy and Supplier Code of Conduct can be found here:

<http://www.reading.ac.uk/procurement/information-for-suppliers/proc-policytandc.aspx>

The University of Reading is committed to conducting its business with honesty and integrity and in a responsible manner, taking into account the requirements of the funding bodies and the standards in public life set out in the report of the Committee on Standards in Public Life. We expect all staff to maintain high standards, including in accordance with the University's Instruments of Governance and its policies and procedures. The Public Interest Disclosure ('Whistleblowing') Policy and Procedures can be found here:

<https://www.reading.ac.uk/about/governance/governance-zone.aspx>

Our supply chains

The University procures works, goods and services in excess of £100 million per year. We work with a number of suppliers based in the UK and globally.

The University has a zero-tolerance approach to modern slavery and human trafficking. It is committed to acting ethically and with integrity in all its business dealings and relationships. It seeks to ensure modern slavery and human trafficking are not taking place anywhere within the organisation or in any of its supply chains.

Due Diligence

As part of our initiative to identify and mitigate risk, we have the following systems in place:

- Strict procurement processes, requiring our suppliers to abide by all the required legislation and regulations that relate to the relevant jurisdiction in which the suppliers operate and/or supply.
- Our tender documents are based on the government standard selection questionnaire.
- Undertake a review of our suppliers including specific questions relating to the Modern Slavery Act on the agenda for contract review meetings.
- We have included appropriate terms in our contractual documentation with our suppliers and that these obligations are flowed down to the sub-contractors of suppliers

We have a dedicated compliance team, which consists of involvement from the following departments:

- Legal Services;
- Internal Audit;
- Human Resources;
- Research and Development
- Procurement; and
- Governance.

Training and awareness

To ensure an appropriate level of understanding of the risks of modern slavery and human trafficking in our supply chains and our business, we are identifying suitable training and have provide applicable information to relevant staff.

All staff involved in procurement activity are asked to carry out the training provided by Higher Education Procurement Academy.

The Procurement Board review and approve the Procurement Policy.

2018/19 Activity

During 2018/19, we have carried out the following activity:

- Procurement Board signed off the Supplier Code of Conduct;
- Supplier code of conduct was added to our website and communicated to our staff;
- Communicated training to staff involved in procurement activity;
- Assessed all responses to our Supply Chain Survey;
- Ensured that key questions are added to our contract review process;
- Staff in Estates and Procurement attended an awareness course by Thames Valley Police;
- We have continued to review our policies, practices and procedures relevant to ensuring there is no slavery or human trafficking in our supply chain.

2019/2020 Activity

During 2019/20, the University intends to take the following further steps to combat slavery and human trafficking:

- Procurement Board to approve a new and substantially updated Procurement Policy, and communicate it to all staff involved in procurement activity
- Embed the supplier code of conduct into our suppliers including key suppliers and their supply chains;
- Following the assessment of the responses from the supply chain survey carried out to in 2018/19 monitor the suppliers identified and look to improve awareness;
- To review options for independent monitoring of our supply chain to ensure we are appropriately informed, have increased transparency and adopt improvement plans;
- Monitor ongoing training requirements and develop further awareness through events for staff and students;
- review options to monitor compliance of the University's supply chain following the assessment of the responses;
- to introduce a new Fair Trade Fair phone;

- undertake a thorough review of the University's due diligence processes, with a view to strengthening and standardizing them; and
- development of a corporate social responsibility policy.

Approval of the statement

This statement is made pursuant to s.54 (1) of the Modern Slavery Act 2015 and constitutes the University of Reading's Groups slavery and human trafficking statement for the financial year ending 31 July 2019.

A handwritten signature in blue ink, appearing to read 'P. Weston', with a horizontal line underneath.

27 November 2019