



## COLOPHON DIGITAL PROJECTS LTD. – MODERN SLAVERY POLICY

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As a requirement under Section 54 of the *Modern Slavery Act 2015* the company has produced a policy statement confirming its support for the above law.

This statement covers the business activities of Colophon Digital Projects Limited, company registration number 03833390. Colophon Digital Projects Limited is a trusted direct marketing partner for customer communications.

Colophon Digital Projects Limited agrees that modern slavery is a criminal activity and a violation of human rights. Exploitation of a person by depriving them of liberty and forced work at unacceptable pay levels for commercial or personal gain, is unacceptable.

All staff employed directly or as part of the supply chain have a duty to communicate our zero tolerance of these issues at the start of any business relationship.

The prevention, detection and reporting of modern slavery in any part of the company's business or supply chains, whether in the UK or abroad, is the responsibility of all those working for the company or under the company's control. You are required to avoid any activity that might lead to a breach of this policy.

If you believe or suspect a breach of, or conflict with this, policy has occurred or may occur, you must notify your manager. You are encouraged to raise concerns about any issue or suspicion of modern slavery in any part of the company's business or supply chains as soon as possible. If you are unsure about whether a particular act, the treatment of workers or their working conditions within any of the company's supply chains constitutes any of the various forms of modern slavery, please raise it with your manager.

You can also contact the government's Modern Slavery Helpline on 0800 0121 700 for further information and guidance on modern slavery.

The responsible person(s) within the above organisations should be identified. The director has overall responsibility for ensuring that this policy complies with the company's legal and ethical obligations.

The director has day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, and auditing internal control systems and policies and procedures to ensure they are effective in preventing or remediating the risk of modern slavery. They are also responsible for investigating allegations of modern slavery in the company's business or supply chains.

Managers are responsible for ensuring that those reporting to them understand and comply with this policy.

They must ensure that minimum labour standards are adhered to and that the business factors into its costing structure full labour costs, in order to avoid introduction of slave labour.

Due diligence is carried out when entering into new contracts or extending contracts.

All parties are aware that in the event of any evidence of slavery as outlined in the Act, the company reserves the right to terminate the business relationship with immediate effect, without penalty.

Any employee with concerns about this issue may report it in the knowledge that they will be protected under the company whistleblowing procedure if they operate under UK law.

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Colophon Digital Projects Ltd. Company Registration 3833390

