



## Wallacespace Modern Slavery and Human Trafficking Statement

### Introduction

The **Modern Slavery and Human Trafficking Statement** sets down Wallacespace's commitment to preventing slavery and human trafficking in our business activities and the steps we have put in place with the aim of ensuring that there is no slavery or human trafficking in our own business and supply chains. We all have a duty to be alert to risks, however small. The 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 Wallacespace which are as follows:

Wallacespace is a meeting and training venue space. We hire out rooms for companies to meet in. The business comprises of a Client Services team, Facilities, Caffe, Marketing and Financial, HR and L&D team.

The Company currently operates in the following countries:

London - United Kingdom

The following is the process by which the Company assesses whether activities or countries are high risk in relation to modern slavery or human trafficking: Wallacespace carry out regular reviews of our supply chain.

### Activities

The following activities are considered to be at high risk of modern slavery or human trafficking:

There are no high-risk activities.

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

- 1.1 Policies: The Directors are responsible for creating and reviewing policies. The process by which policies are developed is looking at best practice and adapting to the needs of the Company.
- 1.2 Risk assessments: The Health and Safety Manager is responsible for risk assessments in respect of human rights and modern by a process of annual review.
- 1.3 Due diligence: The Directors are responsible for due diligence in relation to known or suspected instances of modern slavery and human trafficking.



## Training

To ensure a good understanding of the risks of modern slavery and human trafficking in our business and supply chains, the Company may require staff to undertake an online training course if necessary.

## Employment

Wallace Space is committed to ensure that all of our own employees/workers are provided with a safe working environment and that their welfare and well-being is paramount to our ongoing success.

- All staff regardless of whether permanent, agency, temp or otherwise are paid above the NMW (national minimum wage) with the majority of employees paid above the NLW (national living wage).
- All staff right to work checks are carried out in line with government guidelines
- All staff receive the appropriate breaks related to their age under the Working Time Directive guidelines

## Policies

The Company is committed to ensuring that there is no modern slavery or human trafficking in our business or our supply chains. This Statement affirms its intention to act ethically in our business relationships.

The following policies set down our approach to the identification of modern slavery risks and steps to be taken to prevent slavery and human trafficking in our operations:

- 2.1 Whistleblowing policy** The Company encourages all its workers, customers and other Business partners to report any concerns related to its direct activities or its supply chains.
- 2.2 Employee Code of Conduct** The Code of Conduct sets down the actions and behavior expected of employees when representing the Company.

## Due Diligence Processes for Slavery and Human Trafficking

The Company undertakes due diligence when considering taking on new suppliers, and regularly reviews its existing suppliers. The Company's due diligence process includes building long-standing relationships with suppliers and making clear our expectations of business partners

This Modern Slavery and Human Trafficking Statement will be regularly reviewed and updated as necessary by the Director, who endorses this policy statement and is fully committed to its implementation.

This Modern Slavery and Human Trafficking Statement has been approved and authorised by:



Name:	Hannah Derbyshire
Position:	Client Services Director
Date:	16.02.2022