

MODERN SLAVERY AND HUMAN TRAFFICKING POLICY

Melissa Greenwood Coaching Ltd

Version: 1.0

Review Date: June 2027

This policy is non-contractual and does not form part of any employee's contract of employment. It may be amended by Melissa Greenwood Coaching Ltd ("the Company") at any time.

1. POLICY STATEMENT

Melissa Greenwood Coaching Ltd provides coaching, learning, development and consultancy services throughout the United Kingdom. We are committed to conducting business ethically, responsibly and with integrity. We have a zero-tolerance approach to modern slavery and human trafficking and are committed to preventing slavery, servitude, forced labour and human trafficking in all aspects of our business and supply chains.

The Company recognises its responsibility to uphold human rights and comply with the principles of the Modern Slavery Act 2015.

Although Melissa Greenwood Coaching Ltd is not currently required to publish an annual Modern Slavery Statement under Section 54 of the Modern Slavery Act 2015, the Company voluntarily adopts this policy to demonstrate its commitment to responsible business practices and to ensuring that modern slavery has no place within its organisation or business relationships.

2. PURPOSE

- Prevent modern slavery and human trafficking within the Company's operations and supply chains.
- Ensure all employees, contractors, consultants and suppliers understand their responsibilities.
- Promote a culture of transparency, accountability and ethical conduct.
- Establish procedures for identifying, reporting and addressing concerns relating to modern slavery.

3. SCOPE

This policy applies to all employees, directors, contractors, consultants, freelancers, suppliers, service providers, business partners and any person acting on behalf of the Company.

4. WHAT IS MODERN SLAVERY?

Modern slavery is a criminal offence and a violation of fundamental human rights. It includes slavery, servitude, forced or compulsory labour, human trafficking, debt

bondage and exploitative labour practices. The Company adopts the definitions contained within the Modern Slavery Act 2015.

5. COMPANY COMMITMENT

The Company is committed to operating responsibly and ethically, maintaining fair employment practices, paying staff and contractors fairly and lawfully, providing safe working conditions and taking appropriate action where concerns are identified.

6. RESPONSIBILITIES

The Managing Director has overall responsibility for ensuring compliance with this policy, reviewing it annually, assessing risks and ensuring concerns are investigated appropriately.

Employees and contractors must comply with this policy, remain vigilant to potential indicators of modern slavery and report concerns promptly.

Suppliers and business partners are expected to comply with applicable employment and human rights legislation and take reasonable steps to prevent modern slavery within their own operations and supply chains.

7. RISK ASSESSMENT AND DUE DILIGENCE

As a small professional services business, the Company considers its direct modern slavery risk to be low. However, the Company recognises that risks may exist within wider supply chains and therefore seeks to engage reputable suppliers, contractors and service providers who operate in accordance with applicable employment, human rights and anti-slavery legislation.

To minimise risk, the Company considers modern slavery risks when engaging suppliers and contractors, reviews concerns regarding labour standards and may terminate relationships where serious breaches are identified and cannot be satisfactorily remedied.

8. RECRUITMENT PRACTICES

The Company operates fair recruitment procedures and seeks to ensure that all workers have the legal right to work in the United Kingdom, employment is freely chosen, workers receive clear employment terms and are paid in accordance with applicable legislation.

9. TRAINING AND AWARENESS

The Company will promote awareness of modern slavery risks among employees and contractors where appropriate, including understanding indicators of modern slavery and reporting concerns.

10. REPORTING CONCERNS

The Company encourages employees, contractors and stakeholders to report any concerns relating to modern slavery or human trafficking. Reports will be treated seriously, investigated appropriately and handled confidentially wherever possible.

11. BREACHES OF THIS POLICY

Any employee found to have breached this policy may be subject to disciplinary action up to and including dismissal. Any supplier, contractor or business partner found to be involved in modern slavery practices may have their relationship with the Company terminated immediately.

12. MONITORING AND REVIEW

Melissa Greenwood Coaching Ltd is committed to continuous improvement in identifying and managing modern slavery risks. This policy will be reviewed annually and updated as necessary to reflect changes in legislation, guidance and business operations.

Approved by:

Melissa Greenwood
Managing Director
Melissa Greenwood Coaching Ltd