

08

Modern Slavery and Anti- trafficking

24-25

DOCUMENT TITLE:	Modern Slavery & Anti-Trafficking	DOCUMENT REF:	RCP-DOC-22128	REVISION:	002
				DATE:	04/12/2024
				Next Review	04/12/2025
	Statement			APPROVED BY:	Dan Elwell



**Rapidfix Ceilings and Partitions Ltd (RCP Ltd)
Modern Slavery and Human Trafficking Statement
24-25**

Introduction

This Modern Slavery and Human Trafficking Statement relates to actions and activities through 2024-25.

The statement sets down **RCP Ltd** 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. 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 **RCP Ltd** which are as follows:

“RCP fit partitions and ceilings, including fire partitions and drylining to assist in preventing fire spread within any building that is fitted out.”

RCP Ltd currently operates in the following countries:

United Kingdom.

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

- 1.1 Policies: **Dan Elwell** is responsible for creating and reviewing policies. This includes this statement of intent to comply with The Modern Slavery Act (as amended)
- 1.2 Risk assessments: Shall be undertaken by qualified personnel and external consultants, **Dan Elwell** is responsible to ensure any risk assessments in respect of human rights and modern slavery are completed as/when required.

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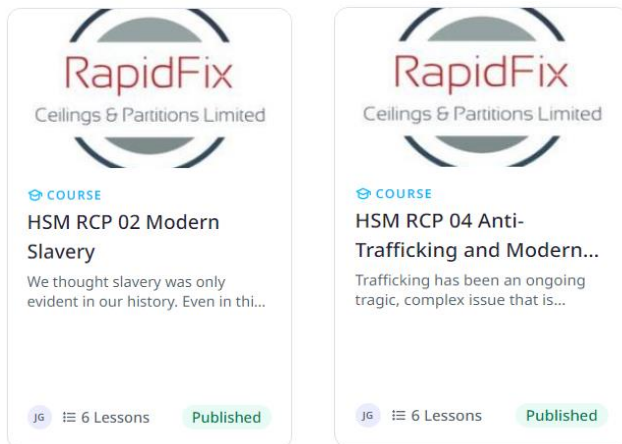
- 1.3 Due diligence: **Dan Elwell** is responsible for due diligence in relation to known or suspected instances of modern slavery and human trafficking.
- 1.4 For any RCP Sub-contractors supply any Limited Company with 5 or more personnel shall be reviewed at least annually.
- 1.5 Part of the review shall be a statement of fact for the Limited Company Directors relating to Modern Slavery and People Trafficking
- 1.6 If there is any evidence of Slavery or trafficking, then the review will cease, and the Company and Director shall be reported to the appropriate bodies.

Training

To ensure a good understanding of the risks of modern slavery and human trafficking in our business and supply chains, **RCP Ltd** will train personnel as required. This will be monitored at regular intervals for adequacy.

The initial planned training for RCP Personnel will be via measured and certified training in our eLearning Portal.

We currently have 2 courses related to Modern Slavery and Anti Trafficking these are;



This includes a procedural approach which may give indicators that things are not correct with a Limited Company.

RCP shall conduct Due Diligence, as necessary.

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Policies

RCP Ltd is committed to ensuring that there is no modern slavery or human trafficking in our business or our supply chains. We shall also continue to review, monitor and add additional barriers and training in an effort to ensure that we can remove the potential from our supply chain.

This Statement affirms its intention to act ethically in all business relationships.

The following set down **RCP Ltd** 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: RCP Ltd** encourages all its workers, customers, and other business partners to report any concerns related to its direct activities or its supply chains.
- 2.2 **Code of Conduct** in the **RCP Ltd** H&S handbook - The Code of Conduct sets down the actions and behaviour expected of employees when representing the Company.
- 2.3 **Corporate Social Responsibility (CSR)**. The Company's CSR will ensure we collaborate responsibly with suppliers and local communities. This include collaborating closely with Principal Contractors and Designers to ensure all undertaking enhance the local community and businesses.

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 evaluating the modern slavery and human trafficking risks of each new supplier if required.

Procedural approach is as follows.

- 1. Sub-Contract works offered to previous and new Sub-contractors. We shall also be communicating this through our supply chain as far as possible into 2024 and beyond.

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2. Sub-Contractors accept work and agreement is reached on rates/payment terms etc (Sub-contract works order form)
3. Sub-Contractor submits all information required for authorisation (New Starter Form)
4. New Starter form is received by nominated persons.
5. Passport / company name / address is checked for authenticity by nominated persons.
6. The following are verified;
 - a. Company Name/Sole Trader Name
 - b. UTR Number, VAT Number (if applicable)
 - c. NI Number (if applicable) is sent to RCP nominated Accountants Via email (specific CIS email) to verify CIS status and authenticity of National Insurance and VAT numbers.
7. Bottom section of New Starter Form (for office use only) is completed by nominated persons.
8. Copy is scanned into Dropbox saved in Secure New Starters folder.
9. Hard copies destroyed.

Performance indicators

The Company will ensure suitable and sufficient training is given to staff as required.

This Modern Slavery and Human Trafficking Statement will be reviewed and updated, as necessary. **RCP Ltd** Directors all endorse this statement and is fully committed to its implementation where required.

Where required and in an ongoing manner to improve the due diligence in its supply chain RCP shall complete reviews / assessments etc. that prove that Modern Slavery and Anti Trafficking is not evident throughout its supply chain.

The outputs and evidence from any assessments or reviews shall be used periodically to ensure that the system and personnel in the RCP supply chain are protected by such reviews and assessments.

We also where required undertake contractor reviews where we discuss and verify that Modern Slavery I not evident in our supply chain.


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We shall also work with government bodies, councils and other in order that we deal with, are aware of the signs and take necessary action should modern slavery be visible.

We shall work with all enforcement bodies to address this as required continuously.

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

Name: Dan Elwell
Position: Operations Director
Date: 04/12/2024
Signature: 

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