

## 17. Modern slavery and human trafficking statement

### Introduction

This statement sets out Label-form's actions to understand all potential modern slavery risks related to its business and to put in place steps that are aimed at ensuring that there is no slavery or human trafficking in its own business and its supply chains. This statement relates to actions and activities during the financial year ending 31 December 2023.

As part of label printing, the organisation recognises that it has a responsibility to take a robust approach to slavery and human trafficking.

The organisation is absolutely committed to preventing slavery and human trafficking in its corporate activities, and to ensuring that its supply chains are free from slavery and human trafficking.

The policy prohibits activities linked to slavery, forced or involuntary labour and human trafficking. It prohibits charging employees any recruitment fees or deposits, whether that is direct or through agencies or forcing them to work excessive hours. It requires that all employees are given contracts of employment, treated equally and fairly, and paid at least the minimum wage without delays or unlawful deductions and that all migrant workers are treated in accordance with UK legislation and existing all other policies.

### Organisational structure and supply chains

Whilst Label-form Limited falls under the £36m turnover threshold it is prudent that we produce a Slavery & Human Trafficking statement each financial year so that other partners within the supply chain, can access in order to meet their obligations and demonstrate our awareness of the importance of the issue within our supply chain.

This statement covers the activities of Label-form Limited

- Label-form's only operation is in Berkshire, employing approximately 20 employees.
- We provide bespoke label solutions for any industry.

The organisation currently supplies to and buys from European and North American Companies.

Label-form works to the principle that working conditions in our supply chain should meet international labour standards. This covers freely chosen employment, freedom of association, working conditions, child labour, living wages, working hours, discrimination, regular employment and harsh or inhumane treatment.

Risk profiling helps us focus our efforts where they are most needed as suppliers may present a higher risk of slavery or human trafficking depending on where they're based geographically or the types of products & services they provide. The steps we take for our supply chain depend on how we initially evaluate a supplier. We ask all but our lowest risk suppliers to complete our Supplier Questionnaire, which helps establish a high, medium or low risk of them falling below our standards.

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All medium risk suppliers get a review. High risk suppliers get a more detailed review to better understand the risks and put in steps to tackle it. This may mean visiting their production sites and working together with them to address any problems we may pick up.

### 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 deemed necessary.

### Awareness-raising

The organisation has raised awareness of modern slavery issues with our Employees by including this statement within the Employee Guide. It is also available for our clients & suppliers, on request.

We encourage all workers, customers and other business partners to report any concerns related to its' direct activities or supply chain.

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 and has been approved and authorised by:

**Name:** Debbie Mellett  
**Position:** Managing Director  
**Date:** January 2024

**signature:**



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