



Modern slavery and human trafficking statement

Version 1.0, July 2019

F.J.Wilson Ltd is absolutely committed to preventing slavery and human trafficking in its activities. To this end, the Company will ensure transparency within the organisation and with suppliers of goods and services to the Company.

This statement sets out our company's actions to understand all potential modern slavery risks related to our business.

In accordance with guidance contained in [*Transparency in Supply Chains etc. A practical guide*](#) (2017, section 3.14) for smaller businesses such as ourselves, we recognise the importance of openness and transparency in recruitment practices, policies and procedures in relation to modern slavery and of taking steps that are consistent and proportionate with our sector, size and operational reach.

The Company encourages all its workers, customers and other business partners to report any concerns related to the activities of the organisation.

The Company Directors take responsibility for implementing this statement and its objectives.

Our business and structure

F.J.Wilson Ltd is a UK-based employment agency that provides talent services to professional membership organisations, awarding bodies, and learning providers. Our services include talent acquisition, talent assessment, and talent development.

The trading styles of F.J.Wilson Ltd are 'FJWilson', 'FJWTS' and 'FJWilson Talent Services'. We have no subsidiary companies.

Since our establishment in 2009 we have specialised exclusively in the sector comprising organisations for professionals; specifically in posts at mid and senior levels. In all cases our clients employ or engage the candidates we introduce: we do not operate as a temporary employment agency.

F.J.Wilson Ltd employs a distributed workforce model: our employees are home-based and are connected by IT infrastructure. Team members typically meet face-to-face on a monthly basis. All are UK-based. Our registered office is in Newmarket, Suffolk.

Our supply chains

Our supply chains include IT services, venue suppliers, printing services, training providers and other specialist consultants, and communications services. We have reviewed the risks that these supply chains can present and whilst we consider our



exposure to modern slavery to be limited, we expect our suppliers, associates and contractors to demonstrate a zero tolerance approach to exploitation.

To this end, all new contracts and those renewing, will include a clause requiring that our suppliers, and their subcontractors, comply with the Act, and include F.J.Wilson's right to terminate in the instance of any breach of this obligation.

Company employees

Our employees are all provided with a written contract of employment and undertake training in relation to our ethical standards.

The Company's documentation makes clear to employees the actions and behaviour expected of them when representing the organisation. The organisation strives to maintain the highest standards of employee conduct and ethical behaviour. Relevant policies and procedures, contained within our staff handbook, include:

- Code of conduct
- Anti-bribery policy
- Grievance procedure
- Whistleblowing policy

Each employee has a personal responsibility to read the policies and procedures as well as to ensure that they fully understand our obligations and the consequences associated with any breach of those obligations.

Adequate resources will be provided (including training as necessary) to ensure that slavery and human trafficking is not taking place within the Company.

Candidates

When recruiting to our own internal staff vacancies we require evidence of the candidate's ability to work legally in the UK. This consists of a copy of the candidate's passport or two documents from the Home Office list.

In providing our talent services, we are not the 'employer' for the purposes of the Asylum and Immigration Act 1996, since we introduce candidates to clients for direct employment with our clients. We verify with the candidate verbally their right to work in the UK. The client is then responsible for carrying out their own ID checks for immigration, as part of their responsibility for checking that the candidate satisfies all requirements, qualifications or permission required by law, before a candidate starts work.

Approval

This statement has been approved by the Company's Managing Director who will review and update it annually.