



Modern Slavery and Human Trafficking Statement

Introduction

The statement sets down our 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 are required to act upon them.

Organisational structure and supply chains

This statement covers the business activities of SOS Group which are as follows:

- The Company Board comprises of three Directors.
- SOS is an independent leader in providing organisations across the UK with printers, copiers, MFDs, Document Management Solutions and support services. We offer the 'best of breed' equipment from the world's most renowned manufacturers.
- Our supply chain comprises some of the leading manufacturers of printing equipment in the world including: Epson, Konica/Develop, Lexmark, Kyocera, Riso and software from Square 9, PowerRetrieve, Papercut and Print Audit.

The Company currently operates in the following countries:

- United Kingdom
- EU member countries

The following is the process by which the Company assesses whether particular activities or countries are high risk in relation to modern slavery or human trafficking.

High Risk Activities

The Company operates commercial contracts with suppliers who are market leaders and who operate in international markets. Their employment policies are subject to national legislation and their governance procedures are well established. It is unlikely that they or the countries they operate in pose any significant threat under this policy.

The Company undertakes due diligence whenever it contracts with a supplier.

SOS Group is a responsible employer based in the UK and its employment policies are drafted by external HR consultants and its contracts of employment have been drafted by a firm of solicitors. Both conform to UK and EU legislation concerning employee rights. The company also carries out rigorous pre-employment checks to ensure that new recruits have the right to work and reside in the UK. All employees are registered with HMRC and have a UK National Insurance number.

The Company employs an accountant who is responsible for ensuring that employees are paid at least the national living wage and the Company accounts are audited by an external accountancy firm on an annual basis.

The Company does not undertake any high-risk activities which may pose any significant threat of human trafficking.

SOS Group is the trading name of:

Smart Office Systems Ltd - Registration No. 04527805, SOS-IT Ltd - Registration No. 08678562 & SOS Can Do Communications Ltd - Registration No. 09355796
All Registered Offices at: 356A Dukesway Court, Team Valley Trading Estate, Gateshead, Tyne & Wear, NE11 0BH
Tel: 0345 230 8080 E: info@sosgroup-ltd.co.uk W: www.sosgroup-ltd.co.uk



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

- **Policies:** John Behan, Director, is responsible for creating and reviewing policies. The process by which policies are developed is through keeping abreast of best practice and incorporating into our business practices.
- **Risk assessments:** John Behan, Director, is responsible for risk assessments in respect of human rights and modern slavery.
- **Due diligence:** John Behan, Director, is 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 requires the Directors to complete an online training course.

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 our 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:

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.

Employee Code of Conduct

The Code of Conduct sets down the actions and behaviour expected of employees when representing the Company.

Corporate Social Responsibility (CSR) Policy

The Company's CSR policy summarises how we manage our environmental impacts and how we work responsibly with suppliers and local communities.

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 market leading suppliers and making clear our expectations of business partners.

Where appropriate we will request and evaluate the modern slavery and human trafficking risks of each new supplier.

SOS Group is the trading name of:



Performance indicators

The Company measures how effective we are in ensuring slavery and human trafficking is not taking place in any part of our business or supply chains by requiring all relevant staff to have completed training on modern slavery and through the monitoring of our recruitment and payroll systems.

This Modern Slavery and Human Trafficking Statement will be regularly reviewed and updated as necessary. The Board of Directors endorses this policy statement and is fully committed to its implementation.

This policy was last reviewed on 1st March 2024

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