

## Modern Slavery and Human Trafficking Statement 2019 v1.0

### Registered as Citipost Ltd trading as Citipost Mail

Citipost Ltd trading as Citipost Mail, is committed to preventing modern slavery and human trafficking in its corporate activities and in its supply chain.

Citipost Mail is an independent parcel carrier operating within the UK and we have approximately 60 direct employees. Our work-force consists of a combination of employed and self-employed staff. Agency workers are to be used should the local labour conditions and demands of the business increase.

Citipost Mail are committed to tackling this crime through effective due diligence and risk assessment, raising awareness of modern slavery and working together to protect the most vulnerable groups of people. The key elements include:

### Vetting procedures

We conduct robust vetting and screening checks on all our employees. Specifically, we ensure photo ID checks are carried out, references are supplied for all employees and that bank accounts are in the name of the employee to where their monthly wages will be paid.

### Whistle blowing

All our colleagues have access to our Whistle blowing policy which is documented in our employee handbook. Our policy includes details of who to report any issues and/or concerns to.

### Supplier approval

In order to do business with Citipost Mail our suppliers are required to complete a supplier approval form. This document is then reviewed to ensure they meet our expectations in line with our ISO9001, ISO14001, ISO27001 and Investors in People accreditations. All our suppliers must have robust measures in place to prevent slavery and human trafficking within their businesses to ensure they meet our supplier approval process which assesses adherence to our requirements.

### Continuous Improvement

We have a dedicated internal department which ensures compliance is driven and adhered to. Continuous improvement plans are created for the business annually and the department provides guidance and support to all employees where necessary.



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### Risk and Compliance

Modern slavery involves criminal activity and signs can often be very subtle and difficult to identify.

Citipost Mail regularly evaluates their risk of slavery and human trafficking. Where a potential risk may occur, an investigation will take place and robust processes will be followed.

We are currently engaging stakeholders and mapping requirements with our HR department using risk assessment tools.

Awareness and collaboration; we are a member of Stronger Together. This programme raises awareness of issues such as; forced labour, exploitive practises by labour providers and human trafficking.

### Future actions and Sign off

We will continue to review and take necessary action to prevent slavery and human trafficking in line with our above statement.

**This statement relates to the year 2019 and was approved by the Board of Directors of Citipost Mail registered as Citipost Ltd. This statement will be reviewed and updated annually.**



Hannah Danielle Simmons  
Head of Human Resources

15<sup>th</sup> April 2019

