

Document Genetics Anti-Slavery and Human Trafficking Policy

(Note: Document Genetics is a division of Extra Resource Ltd, UK Company No. 03715580)

Policy Statement

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, agents, contractors and suppliers.

Document Genetics strictly prohibits the use of modern slavery and human trafficking in our operations and supply chain. We are committed to acting ethically and with integrity in all our business relationships in order to prevent or mitigate any slavery, and human trafficking incidents in our business.

We are committed to ensuring that modern slavery is not taking place anywhere within our organisation or in any of our supply chains. We expect that our suppliers will hold their own suppliers to the same high standards.

Modern Slavery and Human Trafficking

Modern slavery is a term used to encompass slavery, servitude, forced and compulsory labour, bonded and child labour and human trafficking. Human trafficking is where a person arranges or facilitates the travel of another person with a view to that person being exploited. Modern slavery is a crime and a violation of fundamental human rights.

Commitments

We shall be a company that expects everyone working with us or on our behalf to support and uphold the following measures to safeguard against modern slavery:

- We have a zero-tolerance approach to modern slavery in our organisation and our supply chains.
- The prevention, detection and reporting of modern slavery in any part of our organisation or supply chain is the responsibility of all those working for us or on our behalf. Workers must not engage in, facilitate or fail to report any activity that might lead to, or suggest, a breach of this policy.
- We are committed to engaging with our stakeholders and suppliers to address the risk of modern slavery in our operations and supply chain.
- We may require employment and recruitment agencies and other third parties supplying workers to our organisation to confirm their compliance with this policy.
- Suppliers engaging workers through a third party to obtain that third parties' agreement to adhere to this policy.
- We may consider whether circumstances warrant us carrying out audits of suppliers for their compliance with this policy.
- If we find that other individuals or organisations working on our behalf have breached this policy, we will ensure that we take appropriate action. This may range from considering the possibility of breaches being remediated and whether that might represent the best outcome for those individuals impacted by the breach to terminating such relationships.

