

## ANNUAL STATEMENT: SLAVERY AND HUMAN TRAFFICKING

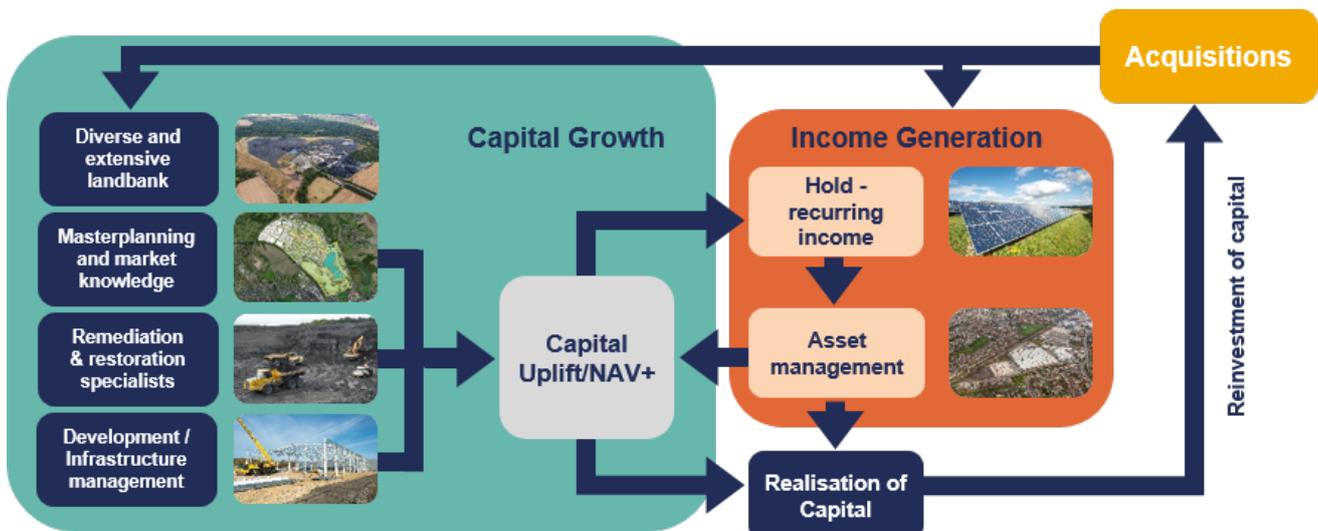
This statement is made on behalf of Harworth Group plc and its subsidiaries in accordance with section 54(1) of the Modern Slavery Act 2015 (the “Act”).

### Our business and organisational structure

Harworth is a brownfield regeneration and property investment specialist which owns and manages a portfolio of sites located throughout the Midlands and North of England. We specialise in the regeneration of former coalfield sites and other brownfield land into employment areas, new residential developments and low carbon energy projects.

Harworth Group plc is the ultimate parent company of the Group. It has 27 wholly or majority owned subsidiaries, together with investments in four joint venture companies. The activities of the Group and its joint ventures are undertaken solely in the United Kingdom and all the Group’s companies and joint ventures have their registered office in England. The Group employs approximately 50 people, the majority being based at our head office in Rotherham.

Our property portfolio comprises approximately 22,000 acres of land over c.140 sites and was valued at £400,300,000 at the end of the financial year ended 31 December 2016. Our business is organised into three separate, but related, segments: Capital Growth, Income Generation and Acquisitions. Our business model appears below:



### Our suppliers and partners

Our supply chains include: asset managers, development managers, demolition, remediation, infrastructure, and construction contractors, sub-contractors and consultants and professional services suppliers. We also work closely with a wide range of joint venture partners, housebuilders, funders, local and planning authorities, City Regions and infrastructure providers, such as water companies.

### Our policy

We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business. We have recently implemented an Anti-Slavery and Human Trafficking policy (our “**Policy**”), which reflects our commitment to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective systems and controls to ensure slavery and human trafficking is not taking place anywhere in our business or supply chains. That Policy was reviewed and approved by the Board of directors of Harworth Group plc in May 2017. The Policy appears on the Corporate Social Responsibility section of our website and in Appendix 1 to this statement. The Executive Committee has overall responsibility for ensuring compliance with the Policy and is committed to making available sufficient resources for its implementation.

## **Implementation of our policies**

### *Our business and employees*

All our employees have been made aware of the Act and given a copy of our Policy, which remains available on our shared drive, alongside our staff handbook and other policies. All new-starters are made aware of our policies as part of their induction process. As such, all employees are aware that Harworth operates a zero-tolerance approach to modern slavery in our business and supply chains. Employees are encouraged to report to the Group General Counsel and Company Secretary any concerns about the existence of modern slavery in our business or supply chains and employees are protected by our Whistleblower policy in that regard.

At this stage, we do not propose to roll out training for our employees on modern slavery, but we will keep that decision under review.

Given the size of our property portfolio, we recognise the importance of monitoring “on-site” activity by our employees and those of our suppliers, to mitigate against the risk of slavery or trafficking taking place on our sites, particularly those which are more remote from our head office. Our Environment, Estates and Safety team have amended their site risk reports, which all our employees use when carrying out site visits, to look for evidence of unsafe and/or unfair working conditions imposed by our suppliers on their employees.

### *Our suppliers*

In conjunction with our Policy, we have also introduced a Supplier Code of Conduct on Anti-Slavery and Human Trafficking (our “**Code**”). This was approved by the Board of directors of Harworth Group plc. It also appears on the Corporate Social Responsibility section of our website and at Appendix 2 to this statement. We are in the process of writing to all our key suppliers. We are sending them a copy of our Code and making clear that we expect all our suppliers to comply with it. We are also asking them to (i) confirm to us in writing that they have a zero-tolerance approach to slavery and trafficking and (ii) provide a summary of the steps they are taking to ensure that there is no slavery or trafficking in their own business or supply chains. A sample of letter we sending to suppliers appears at Appendix 3 to this statement.

We have amended our supplier “take-on” questionnaires and procedures to ensure that all new suppliers receive a copy of our Code and provide the same confirmation and information.

We have also amended our standard terms and conditions, which appear on our website, to include certain obligations relating to anti-slavery and trafficking.

## **Measuring effectiveness**

We will use the following key performance indicators to measure how effective we have been to ensure that slavery and human trafficking is not taking place:

- We aim to notify 80% of our existing suppliers that we expect them to comply with our Code and ask them to (i) confirm that they have a zero-tolerance approach to slavery and trafficking and (ii) explain their policy and procedures in relation to anti-slavery and trafficking.
- We aim to notify all new suppliers that we expect them to comply with our Code and ask them to (i) confirm that they have a zero-tolerance approach to slavery and trafficking and (ii) explain their policy and procedures in relation to anti-slavery and trafficking.

### **Further steps**

We are in the process of undertaking a review of our suite of construction agreement precedents. That review will include checks (and, if necessary, amendments) to ensure that all our agreements impose obligations on our contractors and consultants in relation to anti-slavery and trafficking.

The Policy and Code (and their effectiveness) will remain subject to regular monitoring and review by our Group General Counsel and Company Secretary.

**Owen Michaelson**  
**Chief Executive Officer**  
**Harworth Group plc**  
**26 June 2017**

## Anti-slavery and human trafficking policy Harworth Group plc

### 1. Introduction

- 1.1 Modern slavery is a term used to encompass slavery, servitude, forced and compulsory labour, bonded and child labour and human trafficking. Victims are coerced, deceived and forced against their free will into providing work or services. 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.
- 1.2 Forms of modern slavery may include, but are not limited to, withholding of passports, being forced to work against a person's will, depending on the employer for housing, food, and other necessities, being recruited through some form of debt arrangement, such as an advance or loan, and limitations on movement of workers.
- 1.3 Harworth strictly prohibits the use of modern slavery and human trafficking in our operations and supply chain. We are committed to implementing systems and controls aimed at 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 themselves and their own suppliers to the same high standards.

### 2. Policy Statement

- 2.1 We expect 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 or 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 direct suppliers to address the risk of modern slavery in our operations and supply chain.
  - As part of our contracting processes, we include a specific prohibition against the use of modern slavery and trafficked labour and a requirement to comply with our Code of Conduct, which sets out the minimum standards required to combat modern slavery and trafficking.
  - Our recruitment procedures require employment and recruitment agencies and other third parties supplying workers to our organisation to comply with our Code of Conduct. Suppliers engaging workers through a third party are also required to obtain third parties' agreement to adhere to the Code of Conduct.

### 3. Policy Application

- 3.1 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, interns, agents, contractors, suppliers, external consultants, third-party representatives and business partners.
- 3.2 This policy does not form part of any employee's contract of employment and we may amend it at any time.
- 3.3 Workers must ensure that they read, understand and comply with this policy.

### 4. Responsibility for the policy

- 4.1 The Executive Committee is committed to making available sufficient resources for the implementation of this policy and has overall responsibility for ensuring compliance.
- 4.2 The Company Secretary has primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about this policy, and auditing internal control systems and procedures to ensure they are effective in countering modern slavery.

- 4.3 Management at all levels are responsible for ensuring those reporting to them understand and comply with this policy and are given adequate and regular training on it and the issue of modern slavery in supply chains.
- 4.4 You are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries are encouraged and should be addressed to the Company Secretary.
5. **Reporting Modern Slavery**
- 5.1 Employees must notify their manager or the Company Secretary as soon as possible if they have any reason to believe that modern slavery of any form may exist within our organisation or our supply chain, or may occur in the future or have any concerns or suspicions relating to compliance with this policy.
- 5.2 If a person, other than an employee, has any reason to believe that modern slavery of any form may exist within our organisation or our supply chain, or may occur in the future or have any concerns or suspicions relating to compliance with this policy, they must notify as soon as possible the Company Secretary.
- 5.3 We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken. We are committed to ensuring no one suffers any detrimental treatment as a result of reporting in good faith their suspicion that modern slavery of whatever form is or may be taking place in any part of our own business or in any of our supply chains. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the Company Secretary immediately. If the matter is not remedied, and you are an employee, you should raise it formally using our Grievance Procedure.
6. **Breaches of this policy**
- 6.1 Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct.
- 6.2 We may terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.

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## Supplier Code of Conduct – Anti-Slavery and Human Trafficking Harworth Group plc

### 1. INTRODUCTION

Harworth is committed to implementing systems and controls aimed at ensuring that modern slavery is not taking place anywhere within our organisation or in any of our supply chains. We expect that our suppliers, contractors and business partners to adhere to the principles in this Code, in accordance with our Anti-Slavery and Human Trafficking Policy and contractual terms of engagement. We expect you to require the same standards of your own sub-contractors, suppliers and business partners.

### 2. CODE OF CONDUCT: PRINCIPLES

- 2.2 Workers shall not be subject to forced, prison, bonded, indentured, slave, trafficked or compulsory labour in any form, including forced overtime. All work must be carried out voluntarily.
- 2.3 Workers must have the right to terminate their employment freely, as appropriate following a reasonable period of notice in accordance with applicable laws and collective agreements, and without the imposition of any improper penalties.
- 2.4 Workers shall not be mentally or physically coerced to provide their labour.
- 2.5 Workers shall not have their identity or travel permits, passports, or other official documents or any other valuable items confiscated or withheld as a condition of employment and the withholding of property shall not be used directly or indirectly to restrict workers' freedoms or to create workplace slavery.
- 2.6 Fees or costs associated with the recruitment of workers (including but not limited to fees related to work visas, travel costs and document processing costs) shall not be charged to workers whether directly or indirectly. Similarly, workers shall not be required to make payments which have the intent or effect of creating workplace slavery, including security payments, or be required to repay debt through work.
- 2.7 Workers shall have their terms of their employment or engagement set out in a written document that is easily understandable to them and which clearly sets out their rights and obligations. This written document shall include, but not be limited to, transparent terms with respect to wages, overtime pay, payment periods, working hours and rights in respect of rest breaks and holiday. Such written terms shall be provided to the worker in advance of them starting work, shall be honoured by the employer and shall meet industry standards and the minimum requirements of applicable laws and collective agreements where the work is carried out.
- 2.8 There shall be no use of child labour. Nobody shall be employed under the minimum age. Subject to the overriding prohibition on the use of child labour, if workers under the age of 18 are employed then particular care shall be taken as to the duties that they carry out and the conditions in which they are required to work to ensure that they come to no physical, mental or other harm as a direct or indirect result of their work or working conditions.
- 2.9 Workers, their families and those closely associated with them shall not be subject to harsh or inhumane treatment including but not limited to physical punishment, physical, psychological or sexual violence or coercion, verbal abuse, harassment or intimidation. Migrant workers, their families and those closely associated with them should not be subject to discrimination due to their nationality.
- 2.10 Workers shall be free to file grievances to their employers about the employer's treatment of them and workers shall not suffer detriment, retaliation, or victimisation for having raised a grievance.
- 2.11 Workers shall be free to move without unreasonable restrictions and shall not be physically confined to the place of work or other employer controlled locations (for example accommodation blocks) nor shall they be confined by more indirect means. There shall be no requirement placed on workers that they take accommodation in employer controlled premises except where this is necessary due to the location or nature of the work being performed.

2.12 Where it is necessary to recruit workers who are engaged via a third party, such as an employment agency, then only reputable employment agencies shall be engaged. Where workers are sourced to be employed directly, only reputable recruitment agencies shall be engaged. All such agencies must have the necessary licences and registrations under local laws; agree to adhere to this Code of Conduct; and agree to be audited to ensure their compliance with this Code of Conduct.

### 3. **REPORTING OF BREACHES OF THIS CODE OF CONDUCT**

3.1 Any person concerned about a breach of this Code of Conduct or our Anti-Slavery and Human Trafficking Policy may report their concerns on a confidential basis to our Company Secretary, whose contact details appear below. Individuals with concerns are encouraged to provide their name and contact details so that the issues that they raise can be investigated thoroughly. However, we recognise that in some circumstances an individual will only be prepared to raise their concerns on an anonymous basis and we commit to investigate anonymous allegations as thoroughly as possible and to take the necessary remedial action.

3.2 Contractors and their subcontractors are to ensure that our Company Secretary's contact details are made available to all workers.

#### Company Secretary contact details

**Chris Birch**  
**Group General Counsel and Company Secretary**  
**Direct dial: 0114 349 3133**  
**Email: [cbirch@harworthgroup.com](mailto:cbirch@harworthgroup.com)**



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## Letter to Existing Suppliers

[SUPPLIER DETAILS]

May 2017

Dear [NAME],

I am writing to ask for your support and cooperation in Harworth's efforts to combat slavery and trafficking in our business and supply chains. As you may be aware, the Modern Slavery Act 2015 (the "Act") was implemented into UK law in October 2015. Your business may also be affected by the Act but, in case not, I have outlined the background below.

### Background

The Act is aimed at combating crimes of slavery and human trafficking and it recognises that businesses have a role to play in tackling these crimes. Section 54 of the Act requires those commercial organisations which have a global turnover above £36 million to publish an annual slavery and human trafficking statement for each financial year that ends on or after 31 March 2016. The statement must disclose what steps the organisation has taken to ensure that slavery and trafficking is not taking place in any of its supply chains or its business; or state that it has taken no such steps. This aims to ensure that businesses are transparent about what they are doing to tackle modern slavery and human trafficking.

We are taking our responsibilities under the Act seriously. To ensure that we are compliant with the Act we have, with the assistance of external advisors, taken the following steps:

- We have reviewed our business and operations to identify areas of risk.
- We have introduced an Anti-Slavery and Human Trafficking Policy, which will apply to all persons working for us.
- We have identified the steps we will take when engaging with new suppliers, contractors and business partners to assess the likelihood of slavery or trafficking existing in those organisations and what measures are already in place to combat those risks.
- We have prepared a Supplier Code of Conduct which sets out the slavery and trafficking principles which we expect our suppliers, contractors and business partners to uphold.
- Going forward, our site risk assessments will include a review of the working conditions of all individuals working on site, including those employed by our suppliers and contractors.
- We have amended our standard terms and conditions to address the risks of slavery and trafficking in our supply chain. These appear on our website.

### Your engagement

The Act requires businesses to report on anti-slavery steps both in their own operations and their supply chains. As such, we are asking all our suppliers, contractors and business partners, including you, to engage with us.

In particular, we ask that you provide written confirmation that you have a zero-tolerance approach to slavery and trafficking and a summary of the steps you are taking to ensure that there is no slavery or trafficking in your own business or supply chain. If applicable, please also confirm that you have complied with your own duty to publish an annual statement under the Act and provide a copy.

A copy of our Supplier Code of Conduct is enclosed. We expect all our suppliers, contractors and business partners to comply with it. Please ensure that you read and understand it.

We hope that you will work with us to uphold the values and standards set out in the Act and in our enclosed Supplier Code of Conduct. If you have any queries relating to the contents of this letter, please do not hesitate to contact me. I look forward to hearing from you within 30 days of receipt of this letter.

Yours sincerely



**Chris Birch**  
**Group General Counsel and Company Secretary**  
**For and on behalf of Harworth Group plc**  
Encs

**Confirmation**

We confirm that \_\_\_\_\_:

- has a zero-tolerance approach to slavery and trafficking;
- [has complied with its duty to report under section 54 of the Modern Slavery Act][does not have a duty to report under the Modern Slavery Act] [*delete as appropriate*].
- will adhere to the principles and requirements set out in Harworth’s Supplier Code of Conduct; and
- has taken the following steps to ensure that slavery and trafficking is not taking place in our business:

[We have attached our annual slavery and trafficking statement][*delete if not applicable*].

**Signed**

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For and on behalf of \_\_\_\_\_