



TOTAL LAMINATE SYSTEMS LTD

Modern day slavery, human trafficking, Anti-slavery and Illegal workers Policy

Total Laminate Systems Ltd recognizes that slavery, human trafficking and illegal workers remain a concern throughout today's society.

This Policy statement sets down our commitment to preventing slavery, human trafficking and illegal workers in our business activities and the steps we have put in place with the aim of ensuring that there is no slavery, human trafficking or illegal workers 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 to act upon them.

Our statement is made pursuant to section 54 of the Modern Slavery Act 2015 and constitutes our slavery and human trafficking statement

Total Laminate Systems Ltd will achieve these aims by our initiative to identify and mitigate risk in the following ways (but not limited to):

- Stringent vetting and investigation of our supply chain (contractors, sub-contractors, agency workers, policies, contracts etc)
- Employee training in order to establish an understanding of requirements.
- Continually audit and review our practices to check all employees are paid the normal living wage and have the right to work.
- We encourage the reporting of concerns and protection of whistleblowers
- The company will not knowingly support or deal with any business involved in slavery or human trafficking.
- We have zero tolerance to slavery and human trafficking. We expect all of those in our supply chain and contractors comply with our values.

Total Laminate Systems Ltd carry out appropriate VISA, Passport and DOB checks to ensure all employees are entitled to work in the UK in accordance with Sections 15 to 25 of the immigration, Asylum & nationality Act 2006. Should a non -UK resident apply to work with us, a copy of their VISA and passport would be required. All of the necessary documents used to verify the checks are compliant with the Home Office guidance and are retained for a least 2 years after the individual has left our employment.

All necessary checks are made before an individual's employment appointment and periodic reviews undertaken for right to work of all workers including temporary and seasonal employees

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11 Nimrod way, East Dorset Trade Park, Wimborne, Dorset BH21 7SH

Tel: 01202 868900 Fax: 01202 861638 email: sales@total-laminate.co.uk url: www.total-laminate.co.uk

Should a potential employees' right to work in the UK be on a temporary basis, additional checks will be carried out to ensure that their documents have been renewed prior to them commencing employment to prevent a situation where their working rights would expire during their period of employment.

We will use the following methods to measure how effective we have been to ensure that Slavey, human trafficking and the use of illegal workers is not taking place in any part of our business or supply chains

- Audits
- Use of labour monitoring and payroll systems
- Level of communication and personal contact with next link in the supply chain and their understanding of, and compliance with, our expectations

Total Laminate Systems Ltd will undertake due diligence when considering taking on new suppliers. The company's due diligence process includes the building of long-standing relationships with suppliers and making clear our expectations of business partners

Jakki Andrews
Joint Managing Director

Signed:..........

Date:.....24.7.2025.....

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