

15.11.2017

Modern Slavery Act 2015

Dear Supplier,

We write in relation to the above matter.

Following the introduction of the Modern Slavery Act 2015 ("MSA") relevant businesses are under an obligation to report each year the steps they have taken to ensure their operations and supply chain are free from any human trafficking or modern slavery. This reporting obligation is imposed on those businesses who carry out business in the supply of goods and services and who have a turnover of at least £36 million. We are currently reviewing our strategy to ensure we are complaint with the MSA as a number of our customers operate within the above threshold.

As our valued supplier, this letter is a request for confirmation from you that you are satisfied that your operation (in the UK and outside) is free from modern slavery (including any organisation within your supply chain, such as franchises, outsourcing partners, joint ventures, subcontractors).

Chariot Office Supplies has a duty to collate and maintain details of supplier compliance with the Act so please answer the following questions by entering plain text into the accompanying spreadsheet form or attaching word/PDF file as indicated. This will make the process of collating and storing your input easier.

Questions/Requests.

1. Please confirm that you have published your annual slavery & human trafficking statement which has been approved by your Board of Directors or equivalent management body and has been signed by a Director or equivalent. **Answer 'Yes' or 'No' under Question 1**

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2. Please provide a copy of your annual slavery & human trafficking statement under the Modern Slavery Act 2015 for each business entity in your group. **List each of your Business Entities in box under Question 2 , and attach word/PDF file(s) of your Statement(s) to your reply email.**


3. Please outline the steps you have taken to ensure human trafficking or modern slavery is not taking place in your supply chain;  
*Answer with text here*


Please outline your businesses' policy relating to modern slavery;

4. Please outline the parts of your business where there is a risk and the steps you have taken to assess and manage that risk.  
*Answer with text under Question 4*


5. Please outline any performance indicators you use to measure your effectiveness in ensuring that modern slavery is not taking place. *Answer with text under Question 5*


PLEASE SEND YOUR EMAIL RESPONSE TO: [mike@chariot.co.uk](mailto:mike@chariot.co.uk) Tel: 0161 223,6633 or write to the address in the header.

Your co-operation is greatly appreciated and we look forward to hearing from you.

Yours faithfully,

Mike.  
**Mike Carter**  
Managing Director



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