

Swift Office Cleaning Services (Hounslow) Limited

Statement on Modern Slavery

1. Swift Office Cleaning confirms its commitment to tackling modern slavery and our respect for human rights. They form a part of all our business processes, and we will ensure there is no modern slavery in our own business and supply chains.
2. **Due diligence**
3. We will conduct audits and will be asking our existing suppliers and subcontractors to agree to our Code of Conduct and will use this, together with the development of a system for future supply chain verification, to indicate our key performance. Our suppliers and sub-contractors are UK-based.
4. Our cleaning staff are employed only following robust immigration checks on their right to work in the UK. We support the National Minimum Wage and the National Living Wage and ensure that we pay our employees the correct rates of pay in all instances.
5. We are an SME limited company that conducts commercial cleaning services in a wide range of sectors within our local area. Any products we offer to our clients come from outside suppliers. We have a manageable supply chain and only occasionally appoint sub-contractors to conduct work on our behalf. We will work with our current supply chain partners to ensure that modern slavery is not present in the supply chain, and ask our suppliers and subcontractors to think about the steps they can take to provide us with the assurance that:
 - a. Modern slavery is not present in their company.
 - b. Safe and fair working conditions are provided.
 - c. The risks within their supply chain are understood.
 - d. Zero tolerance, responsible management and compliance with all legal requirements are reflected in your policies, procedures, practices, and contracts with your suppliers.
6. Swift does not engage in or condone the unlawful employment or exploitation of children in the workplace or the use of forced labour. Under the conventions of the International Labour Organisation (ILO) and UK law, we will restrict employment to those aged over the minimum employment age set by UK law. The Company also explicitly prohibits the use of forced labour, i.e., any work or service that a worker performs involuntarily, under threat of penalty.
7. We will not tolerate the use of unlawful child labour or forced labour and will not accept products or services from suppliers, subcontractors, or business partners (collectively referred to as "Suppliers") that employ or utilise child labour or forced labour in any manner. The Company's Suppliers shall not employ or utilise in any manner any individual below the minimum employment age set by UK law.

8. Our Quality Manager will be asking suppliers and subcontractors to conduct audits as part of our supplier management and will also monitor our practices to ensure modern slavery does not affect any part of our activities.
9. Policies and procedures which will assist us are the Swift Supplier and Sub-Contractor Code of Practice and our Swift Employee Starter Information form which must be completed for every new member of staff.
10. Swift will take steps against suppliers that do not meet the required standard, for example asking them to take action to improve and terminating the business relationship if the required improvement is not forthcoming.
11. As well as informing management, we will aim to raise awareness of modern slavery issues among our wider workforce through our website staff pages and staff training.

Signed and approved J Wright Date March 2023
John Wright
Managing Director