

Swift Office Cleaning Services (Hounslow) Limited Modern Slavery and Human Trafficking Statement

Swift Office Cleaning Services (Hounslow) Limited is committed to preventing modern slavery and human trafficking in all aspects of our business and supply chains. We recognise our responsibility to respect and uphold human rights and ensure that our operations are conducted ethically and transparently.

Our Commitment

We have a zero-tolerance approach to modern slavery, forced labour, and human trafficking. We are committed to acting ethically and with integrity in all business dealings and to implementing and enforcing effective systems and controls to ensure slavery and human trafficking are not taking place within our own business or supply chains.

Due Diligence and Supply Chains

During 2025, we requested all suppliers to confirm compliance with our Supplier Code of Conduct. This forms part of our ongoing supplier due diligence process.

Our supply chain is limited in scope, and the majority of our suppliers and subcontractors are UK-based.

We expect all suppliers and subcontractors to provide assurance that:

- Modern slavery and human trafficking are not present within their organisation
- Safe, fair, and lawful working conditions are provided
- Risks of modern slavery within their own supply chains are identified and managed
- They operate with zero tolerance towards forced labour and comply with all applicable laws and contractual obligations

Employment Practices

All our employees are subject to appropriate right-to-work checks prior to employment in accordance with UK immigration legislation.

We are committed to paying at least the National Minimum Wage or National Living Wage, as applicable, and ensuring employees are paid correctly for all work undertaken.

Business Structure and Risk Assessment

Swift Office Cleaning Services is an SME providing commercial cleaning services across a range of sectors within our local area. We maintain a relatively simple and manageable supply chain and only engage subcontractors on an occasional basis. We consider the overall risk of modern slavery within our direct operations to be low; however, we remain vigilant to risks that may arise further along the supply chain, particularly in relation to goods and outsourced services.

Policies and Standards

We do not tolerate any form of child labour or forced labour.

We comply with the principles of the International Labour Organisation (ILO) and applicable UK legislation. Employment is restricted to individuals who meet the minimum legal working age in the relevant jurisdiction.

We expressly prohibit:

- Any form of forced, bonded, or involuntary labour
- Any exploitation of children in the workplace
- Any conditions that violate internationally recognised labour standards

Where local laws permit young workers, employment must not interfere with compulsory education or harm health, safety, or development.

Monitoring and Compliance

Our Quality Manager is responsible for supplier oversight, including monitoring compliance with our Supplier Code of Conduct and requesting appropriate assurances from suppliers and subcontractors.

We may undertake proportionate checks or audits where appropriate to support compliance and continuous improvement.

We will take appropriate action where suppliers fail to meet required standards, which may include requiring corrective action or, where necessary, terminating the business relationship.

Policies Supporting This Statement

This statement is supported by the following internal policies and procedures:

- Supplier and Sub-Contractor Code of Conduct
- Employee Starter Information Form (completed by all new employees)

Training and Awareness

We are committed to raising awareness of modern slavery risks among our workforce through staff training, internal communications, and our staff intranet and website.

Approval

This statement has been approved by the Managing Director and will be reviewed annually.

Signed: J Wright

John Wright
Managing Director

Last updated June 2026