

## LANE BUSINESS SYSTEMS LIMITED MODERN DAY SLAVERY POLICY.

### Introduction

This statement sets out Lane Business Systems Limited's actions to understand all potential modern slavery risks related to its business and to put in place steps that are aimed at ensuring that there is no slavery or human trafficking in its own business and its supply chains. This statement relates to actions and activities during the financial year 1 January 2023 to 31 December 2023.

As part of the I.T. sector, we recognise that we have a responsibility to take a robust approach to slavery and human trafficking.

Our organisation is absolutely committed to preventing slavery and human trafficking in its corporate activities, and to ensuring that its supply chains are free from slavery and human trafficking.

### Organisational structure and supply chains

This statement covers the activities of Lane Business Systems Limited:

- We are a computer products reseller, supplying equipment from Tier 1 vendors to the corporate and education markets. The equipment that we purchase is sourced within the UK.

#### *Countries of operation and supply*

We currently operate in the following countries:

- Lane Business Systems Limited is registered in the United Kingdom.

The company has assessed that no particular activities or countries traded with are high risk in relation to slavery or human trafficking:

- We do not operate in the high-risk sectors within the UK.

#### *High-risk activities*

None of our activities are considered to be at high risk of slavery or human trafficking:

#### *Responsibility*

Responsibility for our anti-slavery initiatives is as follows:

- **Policies:** The Board of Directors is responsible for putting in place and reviewing policies and the process by which they were developed.
- **Risk assessments:** The Board of Directors is responsible for human rights and modern slavery risk analysis.
- **Investigations/due diligence:** The Board of Directors is responsible for investigations and due diligence in relation to known or suspected instances of slavery and human trafficking.

### Relevant policies

We operate the following policies that describe our approach to the identification of modern slavery risks and steps to be taken to prevent slavery and human trafficking in our operations:

- **Whistleblowing policy** We encourage all our workers, customers and other business partners to report any concerns related to the direct activities, or the supply chains of, our organisation. This includes any circumstances that may give rise to an enhanced risk of slavery or human trafficking. This policy is designed to make it easy for workers to make disclosures, without fear of retaliation. Employees, customers or others who have concerns can directly approach the Board of Directors.
- **Employee code of conduct** We strive to maintain the highest standards of employee conduct and ethical behaviour in all areas of our business.
- **Supplier code of conduct** We are committed to ensuring that our suppliers adhere to the highest standards of ethics. Serious violations of our supplier code of conduct will lead to the termination of the business relationship.
- **Recruitment policy** We use only reputable employment agencies to source labour and always verifies the practices of any new agency it is using before accepting employees from that agency.

## Due diligence

We undertake due diligence when considering taking on new suppliers and review our existing suppliers on an annual basis. Our due diligence and reviews include:

- evaluating the modern slavery and human trafficking risks of each new supplier;
- invoking sanctions against suppliers that fail to meet the required standard or seriously violate our supplier code of conduct, including the termination of the business relationship.

## Training

We require all staff within our organisation to complete training on modern slavery.

Our modern slavery training covers:

- our business's purchasing practices, which influence supply chain conditions and which should therefore be designed to prevent purchases at unrealistically low prices or the provision of products by an unrealistic deadline;
- how to assess the risk of slavery and human trafficking in relation to various aspects of the business, including resources and support available;
- how to identify the signs of slavery and human trafficking;
- what initial steps should be taken if slavery or human trafficking is suspected;
- how to escalate potential slavery or human trafficking issues to the relevant parties within our organisation;
- what external help is available, for example through the Modern Slavery Helpline, Gangmasters and Labour Abuse Authority and "Stronger together" initiative;
- what messages, business incentives or guidance can be given to suppliers and other business partners and contractors to implement anti-slavery policies; and
- what steps our organisation should take if suppliers or contractors do not implement anti-slavery policies in high-risk scenarios, including their removal from our supply chains.

## Awareness-raising programme

As well as training staff, we have raised awareness of modern slavery issues by holding meetings on the subject and encouraging all employees to better understand and respond to the identified slavery and human trafficking risks.

The meetings have explained to staff:

- the basic principles of the Modern Slavery Act 2015;
- how employers can identify and prevent slavery and human trafficking;
- what employees can do to flag up potential slavery or human trafficking issues to the relevant parties within our organisation; and
- what external help is available, for example through the Modern Slavery Helpline.

### **Board approval**

This statement was approved on 24/05/23 by our board of directors, who will review and update it annually.

### **Director's signature:**

A handwritten signature in black ink, appearing to read 'T. Phillips', written in a cursive style.

### **Director's name:**

Timothy John Phillips

### **Date:**

24/05/23