


<b>Slavery &amp; Human Trafficking Statement</b>		
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**Capital Cleaning Service**

4 Grange Road  
Houstoun Industrial Estate  
Livingston  
West Lothian  
EH54 5DE

**Introduction**

We are committed to eliminating acts of modern-day slavery and human trafficking within our business and from within our supply chains. Our annual turnover is under £36 million and although we are not legally obliged to report on slavery and human trafficking, this statement is made in accordance with section 54(1) of the Modern Slavery Act 2015 and is our slavery and human trafficking statement for the financial year ending 31 March 2020.

**Organisational structure, business and supply chains**

We are a contract cleaning and support services business to both the public and private sector and are an independent company operating solely within the UK. Our business comprises one warehouse unit and associated head office support based at the above address. Our supply chains are all UK wholesale or retail suppliers of janitorial and cleaning materials, cleaning machinery and office supplies.

**Policy on slavery and human trafficking**

We are committed to ensuring that there is no modern slavery or human trafficking in any part of our business or in our supply chains. This policy reflects our commitment to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective systems and controls to ensure slavery and human trafficking is not taking place anywhere within our supply chains.

**Due diligence**

We consider ourselves to be a ‘low risk’ business with regard to slavery and human trafficking. However, we foster a culture that encourages the identification and reporting of any such risks within our business. We recruit all our employees either directly or through recruitment agencies who are members of the Recruitment and Employment Confederation. We do not recruit from outside the UK or use agency workers.

**Assessing and managing risk**

We have a whistleblowing policy in place and, as part of our efforts to identify and mitigate risks within our supply chain, we are introducing systems to identify, assess and monitor potential risk areas.

**Effectiveness in combating slavery and human trafficking**

We have zero tolerance to slavery and human trafficking. To ensure that all those in our supply chains comply with our values we are putting in place a supply chain compliance programme that will require our suppliers to confirm that they have a slavery and human trafficking policy in place and that they require the same from their suppliers.

**Training**

We are providing appropriate training to ensure that relevant employees understand the risks of modern slavery and human trafficking within our business and supply chains.




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Date of Issue: 21/11/2019	Job Title: Office Manager
Date of Last Review: 18/11/2020	Print Name: Olivia Huber
Date of Next Review: 18/11/2021	Signed: <i>Olivia Huber</i>



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