

Modern Slavery Statement

This statement is made as part of Prime Staff Services Ltd's commitment to eliminating the exploitation of people under the Modern Slavery Act 2015 (the Act). It summarises how Prime Staff Services Ltd operates, the policies and processes in place to minimise the possibility of any problems, any risks we have identified and how we monitor them, and how we train our staff.

This statement is published in accordance with section 54 of the Act, It was approved by the board of directors on 2nd January 2019.

1 Our Business

Prime Staff Services Ltd is a limited company operating in the recruitment sector. We provide introduction services / supply temporary workers in the Commercial, Construction & Industrial sectors.

Prime Staff Services Ltd is part of a wider group, Prime Staff Group Ltd. For further details of our group structure please contact our Head Office on 0141 248 4711.

1.1 Who we work with

All of the hirers that we work with, and all of the work-seekers we provide, are known to and identified by our staff. All of the temporary workers we supply are identified by our staff. All of the temporary workers we supply are identified by our staff.

The hiring companies that we work with are located in United Kingdom. The workers we supply live in United Kingdom.

1.2 Other relationships

As part of our business, we also work with the following organisations:

- Gangmasters Labour and Abuse Authority
- the Recruitment and Employment Confederation (www.rec.uk.com) or the Institute of Recruitment Professionals (www.rec-irp.uk.com)
- Association of Labour Providers

2 Our Policies

Prime Staff Services Ltd has a modern slavery policy.

In addition, Prime Staff Services has the following policies which incorporate ethical standards for our staff and our suppliers.

- Corporate Social Responsibility Policy
- Whistle-blowing Policy
- Anti-bribery/corruption Policy

2.1 Policy development and review

Prime Staff Services policies are established by our directors, based on advice from HR professionals, industry best practice and legal advice. We review our policies annually, or as needed to adapt to changes.

3 Our Processes for Managing Risk

In order to assess the risk of modern slavery, we use the following processes with our suppliers:

- When engaging with suppliers, we ask for evidence of their processes and policies, including commitments around modern slavery, human trafficking, forced labour, human rights, and whistle-blowing.
- We review the potential for risk at regular intervals, including the possibility of re-auditing a supplier or conducting spot checks.

After due consideration, we have not identified any significant risks of modern slavery, forced labour, or human trafficking in our supply chain. However, we continue to be alert to the potential for problems.

Additionally, we have taken the following steps to minimise the possibility of any problems:

- We reserve the right to conduct spot-checks of the businesses who supply us, in order to investigate any complaints.
- We require the businesses we work with to abide by our code of supplier conduct & address modern slavery concerns in their policies.
- We collaborate with our suppliers in order to improve standards and transparency across our supply chain.
- We ensure that all of our suppliers are members of appropriate industry bodies and working groups.
- We work with Gangmasters Labour and Abuse Authority in order to combat the risk of modern slavery and human trafficking.

Our staff are encouraged to bring any concerns they have to the attention of management.

4 Our Performance

Based on the potential risks we have identified, we have also established the following key performance indicators, which are regularly assessed by our board of directors:

- the percentage of suppliers who sign up to an appropriate code / provide their own modern slavery statements
- the effectiveness of enforcement against suppliers who breach policies
- the amount of time spent on audits, re-audits, spot checks, and related due diligence
- the level of modern slavery training and awareness amongst our staff

We benchmark our indicators against industry best-practice, in order to ensure that we do not put undue pressure on our suppliers that might increase the potential for risk.

5 Our Training

All of our staff receive training and support that is appropriate to their role. In particular:

- All of our staff receive awareness-raising information around issues involving modern slavery and human trafficking, so that they can bring any concerns they have to the attention of management.

As part of this, our staff are encouraged to discuss any concerns that they have. Training is refreshed regularly.

Name: Fraser J McLean

Position: Group Operation Director

Date: January 2019