

Anti-Slavery and Human Trafficking Policy

1. Policy Statement

- 1.1 Slavery is illegal and a violation of human rights. There are many forms of Modern Slavery including; forced labour, child labour, exploitation, being controlled by an employer, debt bondage, being physically constrained, being sold or treated as commodity and having restrictions on freedom of movement. These acts involve a person losing their freedom by being exploited by another for personal or commercial gain.
- 1.2 Tycon Automation Ltd has a zero-tolerance approach to Modern Slavery. We are committed to acting ethically and with integrity in all our business dealings and relationships. We will implement and enforce effective systems and controls to ensure Modern Slavery is not taking place in our own business and supply chains.
- 1.3 Tycon Automation Ltd expect our suppliers and other business partners to uphold high standards in all business practices.
- 1.4 Tycon Automation Ltd will be in contact with relevant suppliers to ensure they comply with the Modern Slavery Act 2015.
- 1.5 This Policy applies to all persons working for, or on behalf of Tycon Automation Ltd, in any capacity. This includes but does not limit the policy applicability to; employees, agency workers, temporary staff, agents, external consultants, third-party representatives and business partners.
- 1.6 This Policy does not form part of any employee's contract of employment and we reserve the right to amend it at any time.

2. Responsibility for the Policy

- 2.1 Tycon Automation Ltd's Directors have overall responsibility for ensuring this policy complies with Tycon Automation's legal and ethical obligations, and that all those under our control apply with it.
- 2.2 Tycon Automation Ltd's quality representative has primary responsibility for implementing this policy. This includes responsibility for the monitoring of its use and effectiveness, auditing of internal control systems and procedures and updating the policy to reflect any changes in legislation.
- 2.3 Management at all levels of Tycon Automation Ltd are responsible for ensuring those reporting to them understand and comply with this policy.
- 2.4 Tycon Automation Ltd employees are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries are encouraged and should be addressed to your Manager.

3. Compliance with the Policy

- 3.1 You must ensure that you read, understand and comply with this policy.
- 3.2 All Tycon Automation employees are responsible for the prevention, detection and reporting of Modern Slavery in any part of our business or supply chains. Employees are required to avoid any activity that might lead to a breach of this policy, and the Modern Slavery Act 2015.
- 3.3 You must notify your Manager as soon as possible if you believe or suspect that, a conflict with, or breach of, this policy has occurred, or may occur, in the future.
- 3.4 Employees are encouraged to raise concerns about suspicions of Modern Slavery in any parts of our business or supply chains at the earliest possible stage.
- 3.5 If you are unsure whether a particular act, the treatment of workers more generally, or their working conditions within any tier of our supply chains constitutes any, or all of, the various forms of Modern Slavery outlined in 1.1, follow 3.3.

4. Communication and Awareness of this Policy

- 4.1 This policy is communicated to all staff in the Company Handbook.
- 4.2 Our zero-tolerance approach to Modern Slavery is communicated to all suppliers, contractors and business partners at the outset of our business relationship with them. New suppliers are requested to comply with our Anti-Slavery and Human Trafficking policy from the onset of the relationship.

5. Breaches of this Policy

- 5.1 Any employee who breaches this policy will face disciplinary action. This could result in action up to dismissal in accordance with Tycon Automation's conduct policy. We may terminate our relationship with other employees, suppliers and any other associates working with Tycon Automation if they breach this policy.



Signed:

Name: Chris Tye

Position: Director

Date: 9th October 2018