



Unit 12, Parc Teifi Business Park, Cardigan, Ceredigion, SA43 1EW  
 Tel: 01239 621821 Fax: 01239 615961  
[www.ultimacleaning.com](http://www.ultimacleaning.com)

## Modern Slavery Policy

This statement is made pursuant to s.54 of the Modern Slavery Act 2015 and sets out the steps that Ultima Cleaning Ltd has taken and is continuing to take to ensure that modern slavery or human trafficking is not taking place within our business or supply chain.

Modern slavery encompasses slavery, servitude, human trafficking and forced labour. Ultima Cleaning Ltd has a zero-tolerance approach to any form of modern slavery. We are committed to acting ethically and with integrity and transparency in all business dealings and to putting effective systems and controls in place to safeguard against any form of modern slavery taking place within the business or our supply chain, and any breach of legislation or suspicion of illegal working will be reported to the authorities.

**Our business** - We offer Specialist and Commercial Products and Cleaning Services as well as training in Specialist Cleaning.

### Our high- risk areas

Migrant workers who are employed as cleaning staff on our contracted School sites. To reduce the risk, we carry out a number of checks prior to employment. These include documented proof of the right to work in the UK, residence permits, proof of identity (passport) as well as DBS checks that need to be passed before work is commenced. Suspicion of illegal working will be reported to the authorities.

### Our policies

We operate a number of internal policies to ensure that we are conducting business in an ethical and transparent manner. These include:

1. Recruitment policy (ISO71). We operate a robust recruitment policy, including conducting eligibility to work in the UK, checks for all employees to safeguard against human trafficking or individuals being forced to work against their will.
2. Whistleblowing procedure (ISO121). We operate a whistleblowing policy so that all employees know that they can raise concerns about how colleagues are being treated, or practices within our business or supply chain, without fear of reprisals.
3. Corporate and Social Responsibility Policy / Code of Conduct (ISO115). This code explains the way we behave as an organisation and how we expect our employees and suppliers to act.

## **Ultima Environmental and The National Academy of Crime Scene Cleaners are part of Ultima Cleaning Ltd.**



VAT Registration No. 753 1486 28  
 Registration No: 3988154 Cardiff  
 Company Director Mr. B D Giles    Company Secretary Mrs. L Giles  
 Issue 2                                    ISO138                                    Next Review Date 03/06/2022





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**Our suppliers**

Ultima Cleaning Ltd maintains a preferred supplier list. We conduct due diligence on all suppliers before allowing them to become a preferred supplier. This due diligence includes an online search to ensure that organisation has never been convicted of offenses relating to modern slavery and we monitor our Suppliers on a regular basis via our Supplier Quality Assurance Questionnaire. They are required to confirm that no part of their business operations contradicts this statement.

In addition to the above, as part of our contract with suppliers, we require that they confirm to us that:

1. They have taken steps to eradicate modern slavery within their business
2. They hold their own suppliers to account over modern slavery
3. (For UK based suppliers) They pay their employees at least the national minimum wage / national living wage (as appropriate)
4. (For international suppliers) They pay their employees any prevailing minimum wage applicable within their country of operations
5. We may cease to use their services or purchasing products at any time should any instances of modern slavery come to light

**Training** - We conduct training for our teams so that they understand the signs of modern slavery rules and legal requirements.

**Our performance indicators**

We will know the effectiveness of the steps that we are taking to ensure that slavery and/or human trafficking is not taking place within our business or supply chain if:

- No reports are received from employees, the public, or law enforcement agencies to indicate that modern slavery practices have been identified.

Any indication will be escalated with immediate effect to Ultima Cleaning Senior Management and the relevant government authorities.

**Approval for this statement**

This statement was approved by the Board of Directors on 30.06.2021

Ben Giles MD

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