



### **Introduction from the Registrar and Chief Operating Officer**

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain.

We are committed to improving our practices to combat slavery and human trafficking.

**This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes our slavery and human trafficking statement for the financial year ending 31<sup>st</sup> July 2017.**

### **Organisational structure**

We are a leading UK university in the higher education sector, committed to delivering world changing research and high quality, inspirational teaching. The University has approximately 18,000 students and 3,500 staff. In 2016-17, we had an income of £305m and an expenditure of £300m.

The University is governed by Council and Senate. It is managed by the University Leadership Team, chaired by the President and Vice-Chancellor.

Academic disciplines are organised into three academic Colleges:

- Science and Engineering
- Social Sciences, Arts and Humanities
- Medicine, Biological Sciences and Psychology

Each College is divided into a number of departments and schools and is led by a Pro-Vice-Chancellor and Head of College, who also sits on the University Leadership Team and University Executive Board.

The University's Professional Services, located in the academic departments, colleges and Corporate Services, work in partnership with academics to support the academic mission of the University. Professional Services are led by the Registrar and Chief Operating Officer.

### **Our supply chains**

We categorise our procurement spend as follows: *(The percentage split is indicative)*

Estates/Construction	54%	Catering	3%	Postal Services	0.8%
Professional Services	13%	Library	2%	Domestic/Cleaning	0.6%
IT & Telecommunications	10%	Furniture	2%	Audio Visual	0.6%
Laboratory & Medical	7%	Travel & Accommodation	2%	Agriculture, Veterinary & Horticulture	0.2%
Miscellaneous	4%	Office Supplies	0.8%		

We have undertaken a high-level risk assessment of our contracts, identifying where supply chains extend into sectors and territories that are high risk in terms of the potential presence of modern slavery. The high risk sub-categories identified are estates-construction, IT-hardware, catering supplies and services, laboratory supplies (gloves), and personal protective equipment/workwear/sports kit/promotional leisurewear.

Modern Slavery training received by the Procurement Unit, from both the University of Greenwich and the Ethical Trading Initiative, has made clear the need for category managers to now undertake more detailed supply chain mapping/risk assessments for these high risk sub-categories.

### **Our policies on slavery and human trafficking**

Our workplace policies and procedures demonstrate our commitment to acting ethically and with integrity in all our business relationships. We are committed to ensuring that there is no modern slavery in our supply chains or in any part of our business. Our HR policies and procedures reflect UK employment law.

The University's [Whistleblowing Policy](#) provides guidance to staff, students, members of its Council and other members of the University on the procedure for the disclosure of information which, in that person's reasonable belief, is in the public interest and tends to show one or more types of malpractice, impropriety or dangers as specified in the Policy.

The University's [Procurement Regulations](#) require compliance with the Modern Slavery Act 2015 (see clause 2.1.5. (c))

The University's [Sustainable Procurement Guidance Note](#) makes explicit reference to the Modern Slavery Act 2015, with modern slavery included within the pre-procurement risk assessment tool. The Guidance Note prompts consideration of the appropriateness of using labour standards (including ILO core conventions) as selection criteria.

As a founding member of Electronics Watch the University is able to build EW labour standards clauses into its contracts for IT hardware, and receive compliance reports from EW monitoring organisations on factories which manufacture products ultimately supplied to the University.

The University's [Treasury Management Policy](#) includes a commitment to make investments in an ethically responsible manner (see clause 2.2. (b)).

### **Due diligence processes for slavery and human trafficking**

As well as being reflected in our policies and procedures, the requirements of the Modern Slavery Act 2015 are built into our working documents. The risk of modern slavery within the supply chain is flagged and mitigated within the [Procurement Strategy checklist/template, pre-qualification/tender documents](#) and the University's [Standard Terms and Conditions](#).

The University has purchased [NetPositive Futures' Supplier Engagement Tool](#), which means our suppliers can access the tool free of charge to create a Sustainability Action Plan for their business. Where relevant, the tool identifies actions for the supplier to take in order to mitigate the risk of modern slavery within its supply chains. The tool allows the University to run reports to see individual supplier's/all registered suppliers' progress against the identified actions within their plan(s). The University's [template contract award letter](#) encourages suppliers to use the tool.

Furthermore, our [contract summary template](#), which is completed by the Procurement Unit/category managers once a contract is awarded, focusing contract managers on the key contract deliverables, performance measures and risks etc., includes a modern slavery risk rating. The contract summary template also notes the availability of NetPositive action plan progress reports, including the supplier's progress in taking forward any modern slavery mitigation actions.

The University continues to engage with other universities and higher education purchasing consortia, not least the North Eastern Universities Purchasing Consortium (NEUPC) of which the University is a member, to agree how best our combined resource may be used to identify and review/monitor risks of modern slavery in our supply chains.

## Supplier adherence to our values

We have zero tolerance to modern slavery. As well as taking mitigating measures through the procurement/contract management process (including adding appropriate pre-qualification/tender questions and standard contract clauses), the University expressed this policy, explained the Modern Slavery Act and the related measures we have added to our processes, at our Key Supplier Event in March 2017. The Director of Procurement has done the same at local business events throughout 2016-17, when explaining how the University buys goods, services and works to potential suppliers.

## Training

To ensure a high level of understanding of the risks and indicators of modern slavery in our supply chains, we identify them in our rolling in-house Procurement training, along with the mitigating measures detailed above.

## Our effectiveness in combating slavery and human trafficking

All tendering exercises undertaken by the Procurement Unit during 2016-17 incorporated the standard modern slavery risk mitigating measures now built into our procurement process/working documents. For high risk contracts (flagged at procurement strategy stage), further checks were included; for example, additional pre-qualification questions were included in the promotional goods/leisurewear tender documents, and confirmation was gained from laboratory glove suppliers, mid-contract, that there is no slavery/human trafficking in their supply chains.

The University will use the NetPositive reporting functionality to check the progress of its registered suppliers in mitigating the risk of modern slavery in their supply chains. A line graph will be maintained, based on monthly returns, starting from the current baseline position:

<b>University suppliers registered in the NetPositive Supplier Engagement Tool: Progress on modern slavery mitigation actions</b>	
No. of University suppliers registered in NetPositive Supplier Engagement Tool	486
No. of registered suppliers highlighting modern slavery as an issue	24
Total no. of modern slavery mitigation actions to which registered suppliers are committed	61
Total no. of modern slavery mitigation actions which registered suppliers have in progress	19
Total no. of modern slavery mitigation actions which registered suppliers have completed	17

It is important that over the next year, the University's category managers undertake the detailed supply chain mapping/risk assessments for the high risk sub-categories identified, as noted in the 'Our supply chain' section above.



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**University of Leicester**

13<sup>th</sup> November 2017