



## INTEGRATED QUALITY, ENVIRONMENTAL & SAFETY PROCEDURE (iQESP)

<b>Doc Title: Anti Slavery and Human Trafficking Policy</b>		<b>Doc No: iQESP 0.20</b>	
<b>Date issued: 21/01/2016</b>	<b>Date revised: N/A</b>	<b>Rev No: 01</b>	
<b>Related Docs:</b> CSR Policy iQESP 0.19 Competency Questionnaire. QESR_072 Modern Slavery Act 2015.	<b>ISO Reference</b>		
	<b>Q 9001</b>	<b>E 14001</b>	<b>S 18001</b>
<b>Issued: J. Phillips</b>	<b>Authorised: R. Scaplehorn</b>	<b>Pages: 1 of 3</b>	

### 1. INTRODUCTION

Hornbill maintains high levels of ethical, moral and cultural values i.e. integrity, fairness and responsibility to all its stakeholders.

The implementation of this policy defines Hornbill's commitment to ensuring human trafficking and slavery does not exist within its own business and the efforts taken to eradicate the same from other businesses with whom we maintain a relationship, including suppliers and subcontractors.

### 2. PROCEDURE

HORNBILL Engineering Ltd. is committed to ensuring that neither its employees, contractors or its suppliers use slave labour or engage in human trafficking.

Pursuant to this Anti-Slavery and Anti-Human Trafficking Policy, Hornbill specifically prohibits its suppliers from using forced labour of any kind.

Hornbill's CSR Policy establishes ethical conduct and compliance to applicable laws as critical to internal and external business.

Hornbill monitors its supply chain for compliance with this Policy via quarterly business reviews.

External suppliers and subcontractors are required to confirm the non – use of human trafficking or slave labour when completing the Competency Questionnaire (Doc No QESR\_072).

Hornbill does not engage third parties to verify their supply chains in relation to the non- use of human trafficking or slave labour.

However, Hornbill will investigate any claims or indications that a supplier is engaging in human trafficking or slave labour.

Any such claim made verbally or otherwise shall be reported to the Hornbill senior management team along with the resolution of the claim and/or the findings of the investigation.

Hornbill maintains internal accountability standards and procedures for employees or contractors failing to meet company standards regarding slavery and human trafficking.

Hornbill will **not** continue to purchase goods or services from any supplier that is found to be engaging in human trafficking or using slave labour and therefore not complying with this policy.

Hornbill management team receive training on Business Conduct and Ethics, training on the eradicating slave labour or human trafficking.

**REVISION INDEX**

<b>DATE</b>	<b>ISSUE</b>	<b>SUMMARY OF CHANGE</b>
21/01/2016	1	Issued after Consultation