



Modern Slavery and Human Trafficking Policy

1. Policy Statement

- 1.1 The London Library is committed to the principles of the of the Modern Slavery Act 2015 and the abolition of modern slavery and human trafficking.
- 1.2 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 in order to exploit them for personal or commercial gain.
- 1.3 The Library is committed to acting ethically and with integrity in all its activities and relationships, and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place in any of our supply chains.
- 1.4 The Library shares this policy with staff, volunteers, members, visitors, suppliers and contractors to raise awareness of the Modern Slavery Act 2015 and the action to take if there are any concerns.

2. Purpose and scope

- 2.1 This policy sets out the steps the London Library takes to ensure that its activities and associated supply chains are free of slavery and human trafficking.
- 2.2 This policy applies to everyone working for the Library, including Trustees, employees, agency workers, volunteers, agents, contractors and consultants.

3. Responsibility

- 3.1 The Board of Trustees has overall responsibility for ensuring that this policy complies with the Library's legal and ethical obligations, and that all those under its control comply with it.
- 3.2 The Buildings & Facilities Manager has day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it, and auditing internal control systems and procedures to ensure they are effective in countering modern slavery.
- 3.3 Management at all levels are responsible for ensuring those reporting to them understand and comply with this policy.

4. Policy Details

4.1 Workforce

- 4.1.1 The Library's recruitment and human resources policies and processes comply with legislation and embrace good practice, including checks on the right of employees to work within the UK. We believe that these policies and processes would identify trafficked or coerced individuals directly employed or engaged by us.
- 4.1.2 As an equal opportunities employer, the Library is committed to creating and ensuring a non-discriminatory and respectful working environment for our staff. We want all our staff to feel confident that they can expose wrongdoing without any risk to themselves. The Library's employment and whistleblowing procedures allow any individual to report any welfare or working practice concerns.
- 4.1.3 Our safeguarding procedures protect individuals from abuse or coercion, and support our employees and volunteers in identifying and reporting potential signs of abuse, neglect or exploitation. All staff and trustees undertake mandatory safeguarding training to understand key safeguarding concepts and types of harm.

4.2 Supply chain

- 4.2.1 Very few of our direct purchases come from the global industry sectors (e.g. agriculture, extraction or textiles) where there is a higher risk of modern slavery.
- 4.2.2 The Library will not knowingly conduct business with any organisation, in the UK or abroad, which supports or is found to be involved in slavery, servitude and forced or compulsory labour.
- 4.2.3 The Library expects the highest standards from its contractors, suppliers and other business partners with regard to goods and services being provided free of modern slavery. We may request assurances that this is the case.
- 4.2.4 Wherever practicable, and within the reasonable bounds of our influence and control, to ensure compliance with the Act by our suppliers, the Library will seek to include in its commercial contracts specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same high standards.
- 4.2.5 The Library expects its suppliers to maintain policies regarding modern slavery, and may make reasonable requests to view such policies.
- 4.2.6 The Library's zero-tolerance approach to modern slavery must be communicated to all suppliers, contractors and business partners at the outset of any business relationship with them and reinforced as appropriate thereafter.

5. Compliance with the policy

- 5.1 The prevention, detection and reporting of modern slavery in any part of the Library or its supply chains is the responsibility of all those working for or under the Library's

control. All staff are required to avoid any activity that might lead to, or suggest, a breach of this policy.

- 5.2 All staff are encouraged to raise concerns about any issue or suspicion of modern slavery at the earliest possible stage. The Library encourages openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.
- 5.3 All staff must notify their line manager, or the Buildings & Facilities Manager, as soon as possible if you believe or suspect that a conflict with this policy has occurred, or may occur in the future.
- 5.4 If a member of staff is unsure about whether a particular act, the treatment of workers more generally, or the working conditions within any part of the Library's supply chain constitutes any of the various forms of modern slavery, this must be raised with the respective line manager or the Buildings & Facilities Manager.
- 5.5 All staff must ensure that they read, understand and comply with this policy.

6. Breaches of this policy

- 6.1 Any employee who breaches this policy may face disciplinary action, which could result in dismissal for misconduct or gross misconduct.
- 6.2 The Library may terminate its relationship with any individuals or organisations working on its behalf if they breach this policy.

7. Compliance with Reporting Legislation

- 7.1 The Library is committed to meeting all regulatory reporting requirements regarding modern slavery and human trafficking that might apply to it from time to time. The current relevant legislation (Section 54 of the Modern Slavery Act 2015) does not require the Library to prepare an annual statement as the Library is not a commercial organisation with a turnover above the threshold, currently £36m per year.