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Modern Slavery and Human Trafficking Statement 2018

Introduction

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. In order to achieve this we are committed to understanding modern slavery risks and ensuring that there is no modern slavery in our own business and supply chains.

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 30 September 2018. In addition, this statement sets out WJEC's undertakings in respect of the Welsh Government Code of Practice on Ethical Employment in Supply Chains to which WJEC has committed its support.

Organisational Structure

WJEC CBAC Limited is a registered charity and a company limited by guarantee and managed by a Board of Directors.

The company assumed the responsibilities and activities of the former Welsh Joint Education Committee in relation to qualifications and educational resources and inherited the assets and liabilities of that former organisation on 1 April 1996. The company became a registered charity on 15 January 1999.

The organisation also has a subsidiary company, WJEC CBAC (Services) Limited operating out of the Treforest location, which provides specialist printing and distribution services in support of WJEC's core functions.

WJEC is a leading awarding organisation and with nearly 70 years' experience in delivering qualifications, WJEC is the largest provider in Wales and a leading provider in England and Northern Ireland. The organisation has a turnover of over £40m and employs approximately 400 staff, the majority of whom are located in modern offices in the city of Cardiff. A second satellite site is also owned by WJEC and located on the outskirts of Cardiff near the Treforest industrial estate.

The responsibilities and outputs of WJEC relate to three principal areas:

- Qualifications and Assessment
- Educational Resources
- Professional Development and Support

The organisation has an established and proud reputation and is defined by a strong and engaged workforce committed to its customers and to the growth and development of WJEC as a leading qualifications and assessment provider.

Policies

WJEC is in the process of reviewing its policies and procedures to ensure that they adhere to WJEC's commitment to acting ethically and with integrity in all of its business relationships and to implementing and enforcing effective systems and controls to minimise the risk of slavery and human trafficking taking place anywhere in WJEC's supply chains.

Policies and processes in place include the following:

- Living Wage Employer;
- Recruitment and selection policy and tested processes;
- Flexible working agreements
- Analytical Job Evaluation process, applicable to all posts within the organisation to ensure equal pay for equal work;
- Code of Conduct which identifies expected behaviours within the organisation;
- Whistleblowing Policy under which slavery or human trafficking issues may be raised
- Agency Workers Policy to ensure agency workers enjoy comparable rights to those of substantive staff;
- Working conditions are safe and hygienic;
- Financial Regulations

Our Supply Chains

We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business. We will review our workplace policies and procedures to assess their effectiveness in identifying and tackling modern slavery issues. Emerging government policy on ethical supply chains will also be considered by WJEC.

Our workplace policies and procedures will demonstrate our commitment to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective systems and controls to ensure slavery and human trafficking is not taking place anywhere in our supply chains.

To mitigate supply chain risks, WJEC has begun the process of requesting copies of Modern Slavery Statements from all relevant suppliers.

Due Diligence Processes For Slavery And Human Trafficking

WJEC recognises the importance of due diligence and monitoring of impact and effectiveness.

As part of our initiative to identify and mitigate risk we will put systems in place to:

- Identify and assess potential risk areas in our supply chains.
- Mitigate the risk of slavery and human trafficking occurring in our supply chains.
- Monitor potential risk areas in our supply chains.
- Protect whistle blowers.

Training

To ensure a high level of understanding of the risks of modern slavery and human trafficking in our supply chains and our organisation, we intend to raise awareness of modern slavery and human rights abuses and deliver appropriate training to our staff. Procurement Services staff will complete the Chartered Institute of Purchasing and Supply (CIPS) 'Ethical Procurement and Supply' on-line training, or equivalent.

Additional Steps

- WJEC is committed to understanding its supply chains better, achieving greater transparency and acting responsibly towards people working within them.
- For contracts that we have awarded and participate in, we will identify those supply chains which represent a medium-to high-risk of modern slavery, human trafficking, forced and bonded labour, and labour rights violations.
- Working with our suppliers and other relevant organisations, we will more closely monitor those supply chains that have been identified as a potential risk and take appropriate action if necessary.

Board Member signature.....

Date.....