



# SLAVERY AND HUMAN TRAFFIC STATEMENT 2021

## INTRODUCTION

Slavery and human trafficking remains a serious issue within our global society. We all have a responsibility to be alert to the risks, however small, in our business and in the wider supply chain.

This statement is made pursuant to Section 54, Part 6 of the Modern Slavery Act 2015 and sets out the steps the Company has taken to ensure that slavery and human trafficking is not taking place in our supply chains or in any part of our business..

## OUR BUSINESS OUR STRUCTURE

Operating within 45 countries worldwide and having the Group Head Office in Marly France, Lyreco ranks amongst the first worldwide distributors of Workplace supplies.

Lyreco's growth has always been shaped around its 4 core values: PASSION, EXCELLENCE, RESPECT AND AGILITY. These values will continue to be the fundamentals on which we want to build our future and it is important that every Lyreco employee and every supplier understands the way we want to do business and how we want to achieve this success.

With over 1400 employees in the UK and Ireland Lyreco UK is part of Lyreco Group. Lyreco's UK Head Office and National Distribution Centre is in Telford (Shropshire) and we have over 20 regional distribution centres in England, Wales, Scotland and Ireland from which we service our customers.

We believe transparency is the best way we can ensure the public that we are doing our best as an ethical corporation. In that spirit, we have published here our annual statement of slavery and human trafficking. This statement addresses the steps taken by Lyreco UK to fulfil this legal requirement.

## OUR SUPPLY CHAIN

Our product range is sourced from our approved local and Group supplier base and is mainly manufactured in Europe and Asia, especially China. Where possible, we engage suppliers who have relationships with existing suppliers so that we can contain our supplier network and improve consistency in ethical practices throughout the supply chain.

Lyreco Supplier Code of Ethics provides a foundation for Lyreco and its suppliers to build and maintain relationships based on fairness, trust, respect for the rights of individuals, compliance with the law, and sustainable business practices.

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. Lyreco refuses to deal with suppliers who do not comply with the law.

## OUR POLICIES ON SLAVERY AND HUMAN TRAFFICKING

Our Antislavery Strategy is incorporated into our Code of Ethics Policy, reflects 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.

Our Supplier Code of Conduct already contains a clause agreeing the protection of human rights against all forms of forced or bonded compulsory labour.

In addition, Lyreco has set up "Vigilance Plans", a document that summarizes the plans put in place at Lyreco to cover the legal requirements associated with the French Law 2017-399. Vigilance plans detail the steps Lyreco has taken to detect risks and prevent serious violations with respect to human rights and fundamental freedoms, the health and safety of persons and the environment, which result from Lyreco Group, subsidiaries, suppliers and subcontractor activities.



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## DUE DILIGENCE

We promote high standards and expect our employees and suppliers to comply with our Code of Ethics Policies at all times.

Our employees are requested

- To read and understand Lyreco policies and the company expects its employees to know the values expected from them
- To promptly report any concerns about any violation of Lyreco policies
- To cooperate with any investigation related to a violation of Lyreco policies
- Our recruitment process for temporary workers includes Right to work checklist for temporary agencies.

As part of the Code of Ethics Policy we also encourage our employees and suppliers to raise any concerns they have with us directly. Where there are concerns raised, we investigate the matter fully and take action where appropriate.

Our main slavery risks lay in our supply chain in developing countries. As a result, and in order to manage risk:

- All suppliers had adhered to the code of ethics before being registered as approved suppliers
- For Lyreco branded products, manufacturing sites social compliance audits are carried out in developing countries where risk of modern slavery is higher. In 2020 we achieved 93% of these factories being audited. There was a decline in audits as some were delayed due to Covid 19 restrictions.

## TRAINING

To ensure a high level of understanding of the risks of modern slavery and human trafficking in our supply chains and our business, Lyreco has provided training to relevant members of staff, training and awareness is refreshed regularly.

The Senior Management Team of the Company delegated approval of this statement on its behalf to the Managing Director of the Company, at its board meeting on 15th November 2021.

A handwritten signature in black ink, appearing to read "M Milward", is written over a horizontal line.

**Mike Milward**

Lyreco UK Managing Director

November 2021