

### **Modern Slavery Statement 2020–2021**

Modern slavery is a crime and a violation of human rights. It takes various forms, including slavery, servitude, compulsory labour and human trafficking for exploitation and can have a significant adverse impact on individuals, families and communities across the world.

This statement sets out the steps that The Books Council of Wales will be taking during the financial year April 2020 – March 2021 to minimise the risks of any association with practices that undermine the principles of safety and dignity for our customers, colleagues and supply chains.

This statement is an expression of our commitment to improving our practices to combat modern slavery and human trafficking in our corporate activities and supply chains.

### **Introduction**

The Books Council of Wales is a national charity which supports the publishing industry in Wales and promotes reading for pleasure. One of our core functions is to provide specialist editing, design, marketing and distribution services to ensure high standards of book production and publication in both Welsh and English. Funded by the Welsh Government, we also administer and distribute grants to publishers in Wales from our headquarters in Aberystwyth. Another vital element of our work is the active promotion of reading and literacy across Wales through a range of campaigns, activities and events.

### **Risk Management**

The Books Council of Wales controls risk through its Executive Team and Risk Register to the Key Officers. Its aim is to safeguard the assets of the company, ensure compliance with all statutory and regulatory requirements and maximise the chances of achieving the corporate objectives.

The Books Council of Wales shall continually strive to ensure the Modern Slavery Act 2015 is successfully implemented within the organisation. Due diligence shall be carried out on all new suppliers before the commencement of contracted works or services, and any funded organisation will be required to abide by similar Modern Slavery requirements.

### **The Books Council of Wales Supply Chain**

The Books Council of Wales is fully aware that the main area at risk of exposure to modern slavery is its supply chain. During all its procurement activity, The Books Council of Wales

aims to develop the local supply chain and assist with the growth and development of the local economy.

### **Training and Recruitment**

To ensure a high level of understanding of the risks of modern slavery and human trafficking in our supply chains and our business, The Books Council of Wales intend to provide guidance to all staff involved in commissioning services.

The Books Council of Wales is committed to applying its equal opportunities policy at all stages of recruitment and selection. The Books Council of Wales will seek to ensure that the recruitment processes support the requirements of its Equal Opportunity policy and adhere to the legal principles of the Equality Act 2010.

It is the organisation's practice to seek the successful candidate's consent for two written references and to ask for documentary proof of qualifications and right to work in the UK. Any offer of employment will be conditional on these being satisfactory.

### **Planned Activity for the next 12 Months**

The Books Council of Wales will continually review all policies and procedures to ensure activity is carried out in accordance with the Modern Slavery Act 2015. In addition to this, The Books Council of Wales shall implement the following actions:

- Ensure all staff involved in buying and recruitment receive training on modern slavery and ethical employment. A record of all those trained shall be kept and continually updated.
- Full implementation of a written tender clause relating to the Modern Slavery Act 2015 within procurement documentation for purchases of services or goods in excess of £50,000.
- Amendment of existing policy to include a written narrative on ethical employment within the supply chain. This amendment shall be communicated to all staff and will be continually reviewed.
- The internal appointment of an anti-slavery and ethical employment champion.
- Publish this statement in the public domain through the organisation's website to raise awareness of the Modern Slavery Act 2015.

### **Declaration**

The Chief Executive has approved this statement.