



## **Modern slavery statement for financial year 2016/17**

This statement is made pursuant to s.54 of the Modern Slavery Act 2015 and sets out the steps that Access Bookings Ltd. has taken and is continuing to take to try to ensure that modern slavery or human trafficking is not taking place within our business or supply chain.

Modern slavery encompasses slavery, servitude, human trafficking and forced labour. Access Bookings Ltd. has a zero tolerance approach to any form of modern slavery. We are committed to acting ethically and with integrity in all business dealings and to putting effective systems and controls in place to safeguard against any form of modern slavery taking place within the business or our supply chain.

### Our business

Access Bookings Ltd. provides accommodation booking services to the media industry worldwide. The vast majority of the supply chain is formed by hotel groups within the UK but a portion of the supply base consists of independent accommodation providers or providers outside of the UK.

### Our high risk areas

According to the ILO modern slavery is most prevalent in the Asia-Pacific region and in Africa. For the financial year 2016/17 2.2% of bookings were made within these regions where we have identified the highest risk. In order to mitigate these risks we aim to promote preferred suppliers wherever possible in these geographical areas.

### Our policies

We operate a number of internal policies to ensure that we are conducting business in an ethical and transparent manner. These include:

1. Recruitment policy. We operate a robust recruitment policy, including conducting eligibility to work in the UK checks for all employees to safeguard against human trafficking or individuals being forced to work against their will.
2. Whistleblowing policy. We operate a whistleblowing policy so that all employees know that they can raise concerns about how colleagues are being treated, or practices within our business or supply chain, without fear of reprisals.
3. Anti-slavery policy. We are training members of HR and the supply chain management team in strategies for the abolition of modern slavery.



#### Our suppliers

Access Bookings maintains a preferred supplier list. We are conducting due diligence on all suppliers via online checks before allowing them to become a preferred supplier and we will soon be mandating them to confirm that no part of their business operations contradicts our stance on modern slavery as a standard part of the RFP process.

In relation to the above, as part of our contract with suppliers, we will require that they confirm to us that:

1. They have taken steps to eradicate modern slavery within their business
2. They hold their own suppliers to account over modern slavery
3. (For UK based suppliers) They pay their employees at least the national minimum wage / national living wage (as appropriate)
4. (For international suppliers) They pay their employees any prevailing minimum wage applicable within their country of operations
5. We may terminate the contract at any time should any instances of modern slavery come to light

#### Training

We have conducted training for our procurement and HR teams so that they understand the signs of modern slavery and what to do if they suspect that it is taking place within our supply chain or business.

#### Our performance indicators

We will know the effectiveness of the steps that we are taking to ensure that slavery and/or human trafficking is not taking place within our business or supply chain if:

- No reports are received from employees, the public, or law enforcement agencies to indicate that modern slavery practices have been identified within our workplace or supply chain.

#### Approval for this statement

This statement was approved by the Board of Directors on 1<sup>st</sup> September 2017.

Name Ian Taylor Brett (Director)

Signature

Date

1<sup>st</sup> September 2017