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## EM Normandie UK Limited

### Anti-slavery and Human Trafficking Policy

<b>Location</b>	Oxford Campus, C/o Activate Learning, Jericho Building, Oxford OX1 1SA
<b>Monitoring</b>	The Principal and Office Manager – all members of staff
<b>Overall responsibility</b>	Board of Directors
<b>Author</b>	Birgit Muller, Office Manager
<b>Created</b>	November 2020
<b>Last review</b>	August 2025
<b>Next review</b>	August 2026 or as necessary

#### 1. Policy Statement

1.1 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 acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or in any of our supply chains.

1.2 We are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains, consistent with our disclosure obligations under the Modern Slavery Act 2015. We expect the same high standards from all our contractors, suppliers and other business partners regarding 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.

1.3 This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, contractors, external consultants, third-party representatives and business partners.

1.4 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

#### 2. Responsibility for the policy

2.1 The Board of Directors has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

2.2 The Principal of the EM Normandie UK Limited Oxford Campus has primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any



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queries about it and auditing internal control systems and procedures to ensure they are effective in countering modern slavery.

2.3 Management at all levels are responsible for ensuring those reporting to them understand and comply with this policy and are given adequate and regular training on it and the issue of modern slavery in supply chains.

### **3. Compliance**

3.1 All members of staff, contractors, external consultants, third-party representatives and business partners must ensure that they read, understand and comply with this policy.

3.2 The prevention, detection and reporting of modern slavery in any part of our business or supply chains is the responsibility of all those working for us or under our control. You are required to avoid any activity that might lead to, or suggest, a breach of this policy.

3.3 You must notify your manager as soon as possible if you believe or suspect that a conflict with this policy has occurred or may occur in the future.

3.4 You are encouraged to raise concerns about any issue or suspicion of modern slavery in any parts of our business or supply chains of any supplier tier at the earliest possible stage.

3.5 If you believe or suspect a breach of this policy has occurred or that it may occur, you must notify your manager or any senior manager or any company director as soon as possible.

3.6 If you are unsure about whether a particular act, the treatment of workers more generally, or their working conditions within any tier of our supply chains constitutes any of the various forms of modern slavery, raise it with your manager.

3.7 We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken. We are committed to ensuring no one suffers any detrimental treatment as a result of reporting in good faith their suspicion that modern slavery of whatever form is or may be taking place in any part of our own business or in any of our supply chains. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform your manager immediately. If the matter is not remedied, and you are an employee, you should raise it formally, following our Grievance Policy and Procedure.

### **4. Communication and awareness of this policy**

4.1 Training on this policy, and on the risk our business faces from modern slavery in its supply chains, forms part of the induction process. Specific training will be provided where appropriate.

4.2 Our commitment to addressing the issue of modern slavery in our business and supply chains must be communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and reinforced as appropriate thereafter.



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## 5. Breaches of this policy

5.1 Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct.

5.2 We may terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.

## Annex 1 - Control table

Version	<b>v1</b>	Name	Role	Date
Created by :		Birgit Muller	Office Manager	Nov 2020
Approved by :		Miriam Schmidkonz, Principal		
Version	<b>v2</b>	Name	Role	Date
Reviewed by :		Birgit Muller	Office Manager	Feb 2023
Changes approved by :		Miriam Schmidkonz, Principal		
Version	<b>v3</b>			
Reviewed by :		Birgit Muller	Office Manager	Aug 2024
Changes approved by :		Miriam Schmidkonz, Principal		
Reviewed by : <b>v4</b>		Birgit Muller	Office Manager	Aug 2025
		No changes to policy wording		
Approved by :		Miriam Schmidkonz, Principal		
Version				
Amended by :				
Changes approved by :				
Version				
Amended by :				

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Changes approved by :				
Version	<b>v1</b>	Name	Role	Date
Created by :		Birgit Muller	Office Manager	Nov 2022
Approved by :		Miriam Schmidkonz, Principal		
Version	<b>v2</b>	Name	Role	Date
Amended by :		Birgit Muller	Office Manager	Oct 2023
Changes approved by :		Miriam Schmidkonz, Principal		
Version	<b>v3</b>			
Amended by :				
Changes approved by :				
Created by :				
Approved by :				
Version				
Amended by :				
Changes approved by :				
Version				
Amended by :				
Changes approved by :				