

MODERN SLAVERY POLICY

Company Name: Evolve Document Solutions Limited

Last Reviewed: 13th October 2025

Next Review Due: 12th October 2026

Policy Owner: Daniel Maddox - Director

1. PURPOSE

Evolve Document Solutions Limited is committed to preventing acts of modern slavery and human trafficking within our business and supply chain. We support the principles of the Modern Slavery Act 2015 and expect the same high standards from our suppliers and partners.

2. SCOPE

This policy applies to:

- All employees, agency staff, and contractors engaged by the company.
- All suppliers and business partners who provide goods and services to Evolve Document Solutions Ltd.

3. OUR COMMITMENTS

We will:

- Not use or accept forced, compulsory, or bonded labour.
- Not employ anyone under the legal minimum age for work.
- Ensure that all employment is freely chosen and fairly paid.
- Expect our suppliers and contractors to uphold the same standards.
- Carry out appropriate checks on suppliers, proportionate to the size and nature of the relationship.

- Take seriously any allegations of modern slavery and act promptly where issues are identified.

4. REPORTING CONCERNS

Employees or suppliers who have concerns about modern slavery within the business or supply chain should report these to the Managing Director. All concerns will be investigated, and appropriate action will be taken.

5. RESPONSIBILITIES

- **Managing Director:** Overall responsibility for ensuring this policy is implemented and reviewed.
- **Managers:** Ensure awareness of this policy among staff and suppliers.
- **Employees and Suppliers:** Expected to comply with this policy and report concerns.

6. BREACH OF POLICY

Any employee found to be in breach of this policy may face disciplinary action, up to and including termination of employment. Suppliers failing to meet our standards may have contracts terminated.

7. REVIEW

This policy will be reviewed annually, or sooner if required by changes in legislation or business practice.

APPROVAL

Signed:  (Managing Director)

Date: 1/11/2025