

1. **Introduction**

This policy sets out the steps taken by Intellect Books to prevent modern slavery and human trafficking in its business and supply chains, as per the requirements of the Modern Slavery Act 2015.

2. **Scope**

This policy applies to all persons working for us or on our behalf in any capacity, including employees, directors, seconded workers, volunteers, interns, external agencies, contractors, external consultants, third-party representatives and business partners.

3. **Definitions**

For the purposes of this policy, 'slavery', 'human trafficking', 'forced labour', and 'child labour' are defined as per the Modern Slavery Act 2015 and other relevant laws.

4. **Policy Statement**

Intellect Books has a zero-tolerance approach to slavery and human trafficking. 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 slavery and human trafficking is not taking place anywhere in our business or in any of our supply chains.

5. **Responsibilities**

All individuals to whom this policy applies are required to read, understand and comply with this policy, and to avoid any activity that might lead to a breach of it. Any suspected breach of this policy should be reported as per the guidelines set out in the Reporting section of this policy.

6. **Training and Awareness**

Intellect Books will provide training to staff to help them understand the signs of modern slavery and what to do if they suspect that it is taking place within our business or supply chain.

7. **Reporting**

Any suspicions of slavery or human trafficking should be reported immediately to Holly Rose. Reports can be made confidentially and reporters will be protected from retaliation.

8. **Actions and Remedies**

Any employee or director who breaches this policy will face disciplinary action, up to and including termination of employment. We will terminate our relationship with other individuals and organizations working on our behalf if they breach this policy and immediate action is not taken to remedy it.

9. **Monitoring and Review**

This policy will be regularly reviewed and updated as necessary. The board of directors has overall responsibility for this policy, and for reviewing the effectiveness of actions taken in response to concerns raised under this policy.

10. **Approval and Implementation**

This policy has been approved by the board of directors on 6 March 2025. It will be widely communicated to all employees and relevant parties and will be implemented across the organization with immediate effect.

11. **References**

This policy is based on the Modern Slavery Act 2015 and other relevant UK and international laws.