

## **CITY & GUILDS MODERN SLAVERY STATEMENT**

### **For the Financial Year ending 31 August 2023**

City & Guilds is a leader in global skills development. We work with education providers, employers, and governments to help people, businesses and economies grow by shaping skills systems and supporting skills development. City & Guilds is committed to improving our practices to combat modern slavery within our business and our supply chain, and we are committed to:

- acting ethically and with integrity in all our business dealings and relationships; and
- implementing and enforcing effective policies and procedures to ensure modern slavery is not taking place within our business or our supply chains.

### **OUR STRUCTURE**

The City and Guilds of London Institute is a registered charity in England, Wales, and Scotland, and is the parent organisation of City & Guilds. City & Guilds has over 1400 employees, and operates in over 100 countries.

The City & Guilds business is made up of City & Guilds, ILM, Kineo, The Oxford Group, Gen2, Intertrain, and Trade Skills 4U. Together, these businesses set the standard for professional and technical education and corporate learning and development around the world.

### **OUR PURPOSE**

Each of our businesses has its own distinct focus. Our combined products and services provide a comprehensive range of work-relevant qualifications, assessment, training, and learning support services.

Everything we do contributes to achieving our purpose: helping people, organisations and economies develop their skills for growth. We reinvest our surplus through the activities of the City & Guilds Foundation to support our social purpose, which aims to change people's lives through skills.

### **OUR POLICIES**

We have published an Anti-slavery and Human Trafficking policy on our website that reflects this commitment. Our policy applies to all members of staff and to our suppliers, and is communicated to staff through our Intranet, and to our suppliers through supplier due diligence, our website, and the supplier-on boarding process.

In order to act ethically and with integrity, to support our people, and to ensure there is no modern slavery or human trafficking within our supply chain or any part of our business, we have a number of policies and procedures that relate to the people within our business and to the suppliers within our supply chain. Each policy is owned by a member of the Senior Leadership Team within City & Guilds and is kept up-to-date on a periodic basis, or when required due to a change of law or best practice.

### **OUR BUSINESS**

#### **Recruitment**

We operate a robust and transparent recruitment process in accordance with published recruitment guidelines. Our guidelines require that checks must be carried out on all offered candidates on their eligibility to work to safeguard against modern slavery before they commence employment. Our guidelines include a statement on modern slavery including a list of the key signs to look out for which could indicate that someone may be a victim of modern slavery. We work with established and reputable recruitment organisations in relation to employees and wider work force, such as building security and maintenance staff.

### **Employee well-being**

We have enhanced measures to support the well-being of our staff. We provide office equipment and health and safety assessments to ensure occupational health when working from home. All staff have free of charge access to an independent Employee Assistance Programme, external mental health advice and support such as Mind, internal 1 to 1 and peer coaching, and a network of internal mental health first aiders. Each area of our business is represented by a Local Feedback Representative whose key role is to feedback any issues to the Local Feedback Group, for escalation to the Senior Leadership Team where appropriate. Staff members have access to a Smart Working Hub that provides our policies and procedures on working from home, our flexible working policy, together with work life balance guidance. We continuously promote initiatives to improve employee well-being and social and professional development on our Intranet, including a new employee induction programme and Line Manager's Hub.

### **Modern Slavery Awareness Training**

We offer on demand and face-to-face training on modern slavery via our Intranet to enable staff members to gain a high level of understanding of the risks of modern slavery. We monitor changes in the legislation and best practice, and keep our business updated on new developments via our Intranet and via organised compliance groups.

### **Whistleblowing**

We encourage our staff to 'speak up' if they have any concerns about any conduct taking place within City & Guilds, and monitor our 'speak my mind score' score through our Employee Engagement Survey.

If a staff member identifies any signs of modern slavery, they may report this to their Line Manager, to the Legal Department, or via our whistleblowing inbox. All staff have free of charge access to an external organisation, Protect, which provides independent and confidential advice including in relation to whistleblowing concerns which may involve modern slavery.

### **OUR SUPPLY CHAIN**

Our supply chain includes organisations and individuals that support the delivery of our products and services in order to achieve our purpose, including providers of:

- qualifications, assessment, and accreditation
- e-learning and learning technology
- leadership and management development
- operational products and services
- professional services
- technical skills training.

## **Supplier Due Diligence**

City & Guilds has a centralised Procurement Team which acts in accordance with relevant policies and procedures. As part of our process to identify and reduce the risk of modern slavery and human trafficking in our supply chains, we:

- require all bidders responding to formal tenders to provide their anti-slavery and human trafficking policy and, where applicable, their modern slavery statement, as part of the supplier selection process
- ensure that anti-slavery and human trafficking considerations form part of the procurement process in accordance with our Procurement Policy
- include anti-slavery and human trafficking provisions within all of our standard supplier agreements
- direct suppliers to our Modern Slavery Policy available on our website as part of the new supplier on-boarding process.

## **Risk Assessment**

As part of our procurement process, we carry out appropriate checks on potential new suppliers in order to evaluate whether there is any risk of modern slavery or human trafficking. We require all of our suppliers to adhere to our supplier code of conduct and our anti-slavery policy if they do not have their own policy. If we become aware of a failure to comply with our anti-slavery policy, under our standard contracts, we may terminate our relationship with the supplier, or elect to work with the supplier to resolve such issues.

## **FURTHER STEPS**

No incidents of modern slavery have been identified within our business or supply chain in financial year 2023.

In our previous Annual Statement, we agreed to:

1. Raise awareness of our modern slavery policy and annual statement and on-going initiatives through our new Intranet and website.
2. Review and update our procurement policies and guidance and promote these on our new Intranet and website.
3. Include the criteria by which suppliers will be risk assessed in relation to modern slavery into new supplier management software.

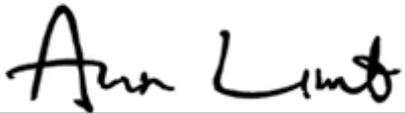
We have completed actions 1 and 2. We have not completed action 3 because this was dependent on the introduction of an IT system update which did not proceed. We will factor any modern slavery requirements into any subsequent software.

We seek to build on its modern slavery programme year on year in order to raise awareness, identify and manage risk, and continue to prevent modern slavery from arising. In financial year 2024, we intend to:

1. Continue to raise awareness of modern slavery within our business, including via our local employee feedback group, our new starter induction programme, Manager's Hub, and Responsible Business working group.
2. Include modern slavery within our assurance programme led by the new Finance and Assurance Team.
3. Review our supplier due diligence and contract process in relation to our supply chain in key regions outside the UK.

**APPROVAL**

This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes City & Guilds slavery and human trafficking statement for the financial year ending 31 August 2023.



14/12/23

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Dame Ann Limb

Date

Chair

The City and Guilds of London Institute