

## **Slavery and human trafficking statement**

Usborne Publishing designs, creates and produces non-fiction books and toys for children. Our supply chain spans the UK, the Middle East, India, south-east Asia and China and includes printers and repro houses. As a business, we have a responsibility to respect human rights within our own organisation, and we recognise that this responsibility extends beyond our own staff and customers to include agencies through which we hire staff and our direct and indirect suppliers wherever they are located.

Our Supplier's Code of Conduct already specifically deals with issues of labour standards and human rights as stipulated under the International Labor Organization (ILO) and the Universal Declaration of Human Rights (UDHR). Due diligence in relation to modern slavery is therefore part of our wider commitment in relation to ethical trade, corporate social responsibility and human rights. We have now added the human trafficking element to our Supplier's Code of Conduct and we will implement it in collaboration with the companies we work with.

We understand that ethical behaviour is about the culture of an organisation and its management systems as well as its policies. We extend this culture to our suppliers, building long-term relationships based on fairness, transparency and open communication. In turn, we ask our suppliers to promote good practice amongst their employees, partners and suppliers. Due diligence includes an ongoing assessment of modern slavery risks and meeting changing expectations. As part of our commitment, we will continually review our approach to modern slavery.

Below are the company's policies to prevent and mitigate the risks of modern slavery and human trafficking in our supply chain and organisation.

### **Supply Chain Policy**

We are committed to ensuring that there is no slavery and human trafficking in our supply chain. To ensure that all those in our supply chain comply with our values, we have a supply chain compliance programme built into the Usborne Supplier's Code of Conduct. This consists of structured, contractual documentation and a cyclical checking programme to ensure all our suppliers uphold their commitments.

### **Procurement Policy**

When entering into a contract with a new supplier or renewing contracts with existing suppliers, we ensure that each supplier has a valid audit covering the requirements of the Supplier's Code of Conduct with at least 6 months left to run. In addition to audits and compliance-driven approaches we also investigate working conditions. The Usborne production and buying teams visit suppliers on a regular basis to build strong working partnerships. If a supplier does not meet the standards stipulated in our Supplier's Code of Conduct or if an audit reveals any deficiencies, we will formally ask the supplier to develop and submit a Corrective Action Plan (CAP). Suppliers should correct and improve areas of deficiencies within 90 days of the audit. The CAP should outline the steps the supplier will take to resolve the issue(s), address the root cause and include an expected time of completion.

Our procurement procedures are designed to help our suppliers and subcontractors observe human rights. We achieve this by ensuring the following: a) we give our suppliers accurate forward forecasting to help them with capacity planning in peak season; b) we pay our suppliers and subcontractors promptly by ensuring that their invoices are processed in a timely manner; c) we work with our suppliers to ensure that they meet the standards expected of them.

### **Recruitment Policy**

All staff recruitment is in line with the Equal Opportunities Employment Policy, the Equality Act 2010 and all other relevant employment legislation.

### **Temporary Workers and Contractors**

Usborne use only reputable employment agencies from whom an undertaking has been given that no modern slavery or human trafficking takes place within their organisation. With these policies, Usborne Publishing is able to take a consistent, sustainable and continuous improvement approach to tackling modern slavery and human trafficking. This statement will regularly be reviewed by the directors of the company to ensure its continuing effectiveness and relevance to the company's activities.

Signed by

A handwritten signature in black ink, appearing to read 'R Jones', with a long horizontal flourish extending to the right.

Robert Jones  
General Manager, Usborne Publishing Ltd