

Modern slavery and human trafficking statement

PTFS Europe Limited

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Issued by:	Jonathan Field
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Policy Revision History

It is important that this Modern slavery and human trafficking statement accurately reflects the current situation and business requirements at PTFS Europe. Updates must be provided to Andrew Auld.

Version	Date Issued	Reason for Update
1.0	23 May 2018	Initial draft

Introduction

Slavery and human trafficking remain a hidden blight on our global society. We all have a responsibility to be alert to the risks, however small, in our business and in the wider supply chain. Staff are expected to report concerns and management are expected to act upon them.

This statement is made pursuant to section 54 of the Modern Slavery Act 2015. It constitutes PTFS Europe's slavery and human trafficking statement.

Our organisation

Established in 2007, PTFS Europe specialises in providing a range of products and services for the library market. These include the library management system Koha, RT: request tracker for enquiry management, Coral for electronic resource management, the Booked resource booking system, DSpace digital repository and the Knowvation enterprise content management system.

An ISO27001 company, PTFS Europe provides the full range of services needed to implement, host and support these products.

We have 16 staff and over 120 customers, most of whom are based in the United Kingdom. Our staff are directly employed and are not in any category which is generally seen to be vulnerable to modern slavery in this country, so our focus is to ensure there are policies and procedures in place for our contractors and suppliers.

Our supply chain

PTFS Europe uses a range of suppliers to support its technical infrastructure and its library products.

We have suppliers in a range of sectors, including information technology, professional bodies, marketing, insurance, and telecommunications. In addition, we work with a small number of professionals and consultants. Our hosting partner makes up the majority of our supplier spend each year.

Due diligence

PTFS Europe carries out due diligence on suppliers as part of our initiative to identify and mitigate risk. This ensures that we only select suppliers who comply with our high standards and policies.

We will work closely with our suppliers to ensure that they have taken all reasonable measures to

- Comply with the Modern Slavery and Human Trafficking Act
- Operate and promote a Whistleblowing policy, providing an open, transparent and confidential opportunity for employees to raise any concerns where slavery or human trafficking might be suspected.

In turn, we aim to

- Identify and assess potential risk areas in our supply chains.
- Mitigate the risk of slavery and human trafficking occurring in our supply chains.
- Monitor potential risk areas in our supply chains.
- Protect whistle blowers.
- Investigate any reports of modern slavery practices.

Policies

Our policy is to assess and address the risks of violations of anti-human trafficking and anti-modern slavery laws. We adopt procedures that contribute to ensuring modern slavery does not occur in our business or supply chains and we expect organisations with whom we do business to adopt and enforce policies to comply with the legislation.

We ensure:

- our values, which are embedded throughout our business, set the perimeters for how we expect our people to behave with colleagues, clients and the world at large
- we seek to treat everyone fairly and consistently, creating a workplace and business environment that is open, transparent and trusted
- our policies and procedures relating to the Modern Slavery Act are in line with our culture and values.

Training and recruitment

We have a robust recruitment processes in line with UK employment laws, including:

- 'right to work' document checks; contracts of employment and checks to ensure everyone employed is 16 and above
- Market-related pay and rewards reviewed annually
- Wellbeing activities and initiatives to support our people's physical and mental wellbeing and lifestyle choices

We recognise that our company is exposed to greater risk when dealing with its suppliers, particularly those who have operations/suppliers in other territories. Therefore we ensure that

- Suppliers are located within the UK or other low risk countries
- Suppliers are covered by the Modern Slavery Act requirements

During the year, we undertake training as part of our ongoing ISO27001 accreditation. This includes sharing information about Modern Slavery guidance and ensuring staff are complying with this guidance.

Looking ahead

We will continue to review our procurement process and engage with our suppliers and will provide further training on modern slavery as appropriate.

Approval

This statement has been approved by the Directors of PTFS Europe Limited and signed on their behalf.



Jonathan Field
Managing Director