

<b>Modern Slavery and Human Traffic Statement</b> <i>August 2022</i>	<b>Document VNO:</b>	3
	<b>Amendment No:</b>	01
	<b>Approved By:</b>	Claire Shepherd, COO
	<b>Approved Date:</b>	08/02/2022

## Modern Slavery and Human Trafficking

### Our Statement

#### Purpose and scope

This policy statement FY2022/2023 pursuant to section 54 (1) of the Modern Slavery Act 2015.

#### Policy objectives

Modern Slavery and Human Trafficking remain grave human rights violations affecting over 40 million people worldwide. At Unispace, we are committed to conducting business in an ethical manner everywhere we operate, which means implementing policies, procedures and processes that meet our moral and ethical obligations to end Modern Slavery.

As a global strategy, design, and construction firm creating people-centric spaces that spark brilliance, we believe it's our responsibility to ensure the care and dignity of our employees and the people working in our supply chains. We are committed to equal and absolute rights to freedom, justice, and fair working conditions. Unispace does not tolerate any form of Modern Slavery in any part of our business or supply chain.

#### Requirements

Under the Unispace Code of Conduct and as outlined in our Employee Handbook, "Unispace is committed to ensuring respect for the human rights of all team members and third parties impacted by our operations. We do not tolerate violations of human rights committed by its employees, affiliates, or any third parties acting on our behalf or related to any aspect of a Unispace operation. We do not tolerate the use of child labor, prison labor, forcibly indentured labor, bonded labor, slavery, or servitude, and adhere to the International Labor Organization's "Declaration on Fundamental Principles and Rights at Work."

#### Unispace Policies

Unispace has established several effective policies to ensure we are conducting business in an ethical and transparent manner. A summary of our policies includes:

**Modern Slavery Statement:** our commitment to the prevention of any modern slavery within our business and our associated suppliers.

**Recruitment Policy:** robust recruitment principles that promote a fair and equitable practice, including examining all candidates for eligibility to work in our company to safeguard against human trafficking.

**Business Ethics and Anti-bribery Policy:** prohibits any of our team members from offering, giving, soliciting or accepting any form of bribe.

**Whistleblowing Policy:** an anonymous outlet, allowing all team members to raise concerns about how colleagues are being treated or practices within our business or suppliers without fear of reprisal.

**Code of Conduct:** practical set of guiding principles to help employees make decisions in their day-to-day work, whatever they do and wherever they do it. It informs our employees of our expectations in the way they behave and act as individuals at work.

**Supplier Code of Conduct:** we require our suppliers to comply with Unispace's Global Supplier Code of Conduct. Based on the Ten Principles of the United Nations Global Compact, this establishes expectations on supplier business conduct relating to how goods and services are provided to us and our clients. Suppliers receive this document during our onboarding process for an acknowledgment before any work is undertaken.

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As part of our commitment to continuous improvement, Unispace will continue developing and improving our existing codes of conduct and practice policies and our risk assessment processes to ensure we address issues of Modern Slavery. We will continue to work with and educate our suppliers to ensure they also comply with our expectations and requirements.

**Responsibilities**

The CEO is responsible for:

- Reviewing, endorsing, and achieving this policy's aims.

The COO is responsible for:

- Administering this policy on behalf of the CEO.



Steven Quick  
Global CEO