
Modern Slavery Statement

Introduction

ORS is committed to acting ethically and with integrity in all our business dealings and relationships. We recognise that slavery and human trafficking is a real, yet hidden issue within our society and we are committed to implementing systems to ensure that it does not occur in our company or supply chain.

Organisation Structure

ORS is an SME delivering professional services. Our turnover is below the threshold which requires us to publish a Modern Slavery Statement however, we consider it good practice to understand the issue and mitigate risks within our supply chain.

We do not have long complex supply chains with purchases typically being office equipment, utilities and occasionally outsourced professional services. Our suppliers are typically UK based and, as such, working under UK employment legislation.

We do not conduct work outside of the UK.

All purchases are made using a purchase order system which requires the selection of an approved supplier.

Relevant policies

We operate a number of internal policies to ensure that we are conducting business in an ethical and transparent manner. These interlinking policies help to ensure we employ all our staff in accordance with good practice and identify risks within our supply chain. Relevant policies include:

- Health & Safety Policy
- Equality & Diversity Policy
- Disciplinary & Grievance Policy
- Employee Development & Representation Policy
- Maternity Policy
- Paternity Policy
- Flexible Working Policy
- Bullying & Harassment Policy
- Recruitment and Redundancy Policies
- Working Time Policy
- Working Time Opt Out Agreement
- Recompense for Out of Hours Work Policy
- Safeguarding Policy

Staff Training

Senior Administrative staff have attended external seminars hosted by HMRC to ensure a full understanding of the issue and how to identify risk.

Three senior members of staff attended a course on Modern Slavery provided through the Bluelight Commercial and delivered by Net Positive Futures (www.netpositivefutures.co.uk).

Following this we have enhanced our training process to include

- All staff watch a short video (Home Office)
- Those staff involved in recruiting or managing casual staff or in managing major fieldwork projects are expected to undertake longer training including two videos as recommended by Net Positive Futures

During the 2024/25 Financial Year we will roll out the training to all staff and this will also become a standard part of the induction process with all staff completing the training within three months of joining ORS. We anticipate refresher training on a three yearly basis.

This training process will be reviewed as part of each annual statement. These training requirements have been added to our performance monitoring and progress is reviewed at the quarterly Business Review meetings in accordance with our quality standards.

Supply Chains

As part of our initiative to identify and mitigate risk we normally limit our supply chains to the UK.

All suppliers are asked

- Do you have a modern slavery statement?
- If yes, please provide a copy

Please note most of our suppliers have a turnover below the threshold at which a Modern Slavery Statement is a legislative requirement.

- Do you pay all staff in accordance with minimum or living wage?

Our process also includes assessing relevant accreditations and certificates, and compliance with relevant regulatory bodies. For example, if commissioning fieldwork we would require the supplier to be a member of the Market Research Society and have IQCS accreditation.

All approved suppliers undergo a three yearly review and this would include repeating the above questions and confirming that any previous accreditations remain current.

Please note: Most staff can only make purchases from the pre-existing approved supplier list.

Next Steps

Over the next year we intend to take the following steps to ensure we are helping to combat slavery and human trafficking:

- Introduce the video training as part of standard induction process
- Roll out more detailed training to key staff
- Incorporate anti-slavery and human trafficking obligations into purchase agreements and subcontracting arrangements, as appropriate, on a risk assessed basis
- Where appropriate we will include reference to the Modern Slavery Act 2015 in our policies and procedures

- We will submit our statement to the Modern Slavery Assessment Tool (MSAT) and review any suggested improvements.
- We will begin the process of mapping our suppliers and rating supplier risks

Document History:

Version	Change log	Author	Production Date
0.1	Draft Document for Review	Stella Williams	August 2021
0.1.1	Comments from Jackie Boarer	Stella Williams plus Jackie Boarer	04.08.2021
0.1.2	Changes	Jackie Boarer / Stella Williams	September 2021
1.0	Approved by Managing Director	Jackie Boarer	November 2021
2.0	Annual Statement -Update. Approved by Managing Director and Head of Administration	Belinda Herbert	February 2024
3.0	Annual statement for FY 2024/25 Approved by Managing Director	Belinda Herbert	September 2024