

Anti-Modern Slavery and Human Trafficking Statement

Introduction

This statement sets out the approach of Options Consultancy Services Limited and its affiliates and branches (**Options**) to all potential modern slavery risks related to its operations and the need to put in place steps that are aimed at ensuring that there is no slavery or human trafficking in Options' operations and supply chains. This statement constitutes our Anti-Modern Slavery and Human Trafficking Statement for the financial year ending 31 December 2019.

Options is a signatory to the United Nations Global Compact. We support the ten principles of the UN Global Compact with respect to human rights, labour, environment and anti-corruption.

Organisational Structure

Options is a consultancy organisation providing technical and management expertise in the health and social sectors to governments and international development partners to transform the health of people living in the countries in which we operate. We operate through branch offices and affiliates in sub-Saharan Africa and Asia as well as working with consultants and partners in a number of jurisdictions, many of them in the developing world. Our head office is in London.

Our policy on human slavery and trafficking

As an organization, Options is committed to improving practices to combat modern slavery and human trafficking. We have a zero-tolerance approach to modern slavery within our operations.

We strive to act ethically and with integrity to ensure that modern slavery and human trafficking are not taking place within Options and are committed to implementing systems and controls to reduce the risk of modern slavery and human trafficking in our supply chains and all other parts of our business.

We have an Anti-Modern Slavery and Human Trafficking Policy (**Anti-Slavery Policy**). The Anti-Slavery Policy is disseminated to staff, and we expect all staff to be aware of, and to discharge, their obligations under them. Additionally, all our employees are required to sign our Code of Conduct which includes a commitment to anti-modern slavery principles. We will take any breach of the Anti-Slavery Policy very seriously, any employee who commits a breach will be disciplined and may be dismissed.

Employment practices

We commit to ethical principles in our employment practices. We do not use forced, bonded or child labour. Our employees are free to terminate their employment upon reasonable notice. We do not demand fees from anybody who wishes to be employed by us or retain any original actual or potential employees' identity or travel documents. Our ethical principles extend to the terms and conditions of employment that we offer. As a minimum, we ensure that our employees' salaries and working hours comply with national laws, and that our employees have a safe and hygienic working environment, and full access to grievance procedures.

All Options' staff (including short term and volunteer staff) are subject to background checks and identity verification.

Further information on our employment practices may be found in the Anti-Slavery Policy and in the following policies:

- Equality and Diversity Policy;
- Dignity at Work Policy;
- Sexual Harassment Policy;
- Child and Vulnerable Adult Safeguarding Policy; and
- Whistleblowing Policy and Speak up channel.

Business and Supply Chains

The key areas in which we engage suppliers are:

- Staff recruitment • Finance • Legal • Marketing and Communications • Infrastructure • Office supplies • Medical Supplies • Supply of Technical Advice • Information Technology • Security.

We require that those who assist us to implement donor funded projects (**partners**), and those from whom we procure (**suppliers**), have the same approach to modern slavery and human trafficking that we have. We undertake due diligence on our partners to ensure that they have robust policies. We are also developing a Code of Conduct for our suppliers which contains anti-modern slavery and human trafficking obligations. All our consultants sign a Code of Conduct when they are appointed.

Options takes into account the approach taken by all third parties who work with us in delivering aspects of our donor funded programmes, in relation to implementing anti-modern slavery and human trafficking processes, when deciding whether to work with them.

Partners and suppliers with whom Options has an annual projected spend above an internally agreed level also undergo vetting against a global database of sanctions and other published lists of serious crime and misconduct. All consultants we engage undergo this vetting.

Our template contracts with partners, suppliers and consultants include clauses that give Options the right to terminate that contract if the partner or supplier breaches its anti-modern slavery or human trafficking undertaking.

Where we believe that a partner, supplier or consultant may be involved in modern slavery or human trafficking, we will assess our relationship with that partner, supplier or consultant as quickly as possible, which may result in termination of the contract.

Training and Awareness

The Anti-Slavery Policy will be disseminated to all staff. It is the responsibility of each line manager to enable awareness by his/her team members of the content of the Anti-Slavery Policy and the zero-tolerance approach adopted by Options. We are also currently reviewing the training to be offered to staff to ensure that they have a high level of understanding of the risks of modern slavery to our business.

Reporting of Concerns

We recognise the importance of remaining vigilant to identify and address issues associated with slavery and human trafficking in the organisation. The Anti-Slavery Policy sets out the system for reporting concerns for employees including a speaking up hotline that is confidential and independent of Options. Information for partners, suppliers and consultants will be made available on our website.

Review

This Statement will be reviewed annually by the Board of Directors and updated as appropriate.

John Sayers



Chair of the Options Board of Directors

Date: 23rd June 2020