

# Modern Slavery Act Policy Statement 2019/20

## Organisational Structure and Supply Chains

- 1.1 Steer provides commercial, economic, technical and planning professional services in relation to cities, infrastructure and transport. We are headquartered in London and have a global operation comprising our companies in Europe, North America, Latin America and Asia. Steer is owned in trust for its employees. This trust structure, which is part of our constitution, explicitly requires the Company, its Board and all employees to meet high ethical standards, our Mission and Principles, in all aspects of their business activities and interactions with society.
- 1.2 In particular, and in relation to the Modern Slavery Act 2015, the Trust requires us to:
- respect both the letter and spirit of law;
  - uphold high standards of care, diligence, objectivity, accuracy in all our work and business relationships;
  - conduct business relationships with honesty, respect and integrity;
  - support and contribute positively to the communities and local environment in which we work; and
  - to publish each year to the Company a report compiled by the independent trustee that demonstrates the extent of our compliance.
- 1.3 It is within this framework that our commitment to ensuring there is no slavery or human trafficking within our business or supply chain is vested and it is through the operation of our corporate governance processes and ISO certified Quality Management System, that we enact and operationalise this commitment.
- 1.4 We recognise our responsibility to identify and address potential or actual human rights impacts linked to the products and services we acquire. Our approved suppliers process requests that our suppliers<sup>1</sup> confirm they do not commit any of the offences included in the Modern Slavery Act 2015 and for their modern slavery statement to be provided, where applicable.

## Organisational Policies

- 1.5 We are committed to ensuring there is no slavery or human trafficking in our business and supply chain. This is reflected in all relevant policies within Steer and is considered as part of our policy development.

### Whistleblowing and Reporting

- 1.6 We operate and publish, via our Company intranet, a Whistleblowing Policy that provides all employees with multiple means of raising concerns on all issues, including in relation to modern slavery and human trafficking. This policy also allows staff to contact independent Non-Executive Directors, a Staff Forum member or a Trustee.

### Complementary Policies

- 1.7 Supporting our zero-tolerance approach to modern slavery and human trafficking are:

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<sup>1</sup> Suppliers refers to our suppliers, subcontractors and third-party service providers.

- Our commitment to paying living wage and our requirement for suppliers to do likewise.
- Our Environmental Policy which requires the use of international accredited methods of production of items such as paper, energy and food and drink.
- Our Equality, Diversity and Inclusion Policy, which encourages all our people to value diversity and respect each person's individuality, and to ensure that no employee, agency worker, sub-contractor, job applicant or ex-employee, client or third party receives less favourable treatment on the basis of colour, race, nationality, ethnic or national origins, sexuality or gender, physical ability, age or religion or belief.
- Our Bribery and Corruption Policy which sets out the Company's rules and what is expected of all our employees. We require the same standard of conduct from the company's suppliers in all dealings on our behalf.
- Our commitment to addressing the health and wellbeing of our employees. We provide access to support including free and confidential advice and assistance on matters which include workplace concerns or issues through our global Employee Assistance Programme, provided by independent suppliers.
- Our Risk Management policy which ensures robust risk management activities are regularly carried out, including the development and implementation of appropriate mitigations and monitoring arrangements for all business risks, allocation of risk owner(s) and ongoing reporting requirements.

### **Supplier Management and Compliance**

- 1.8 Suppliers to Steer are vetted and subject to approval before we conduct business with them. This approvals process considers the business activities of the potential supplier and their policies in respect of modern slavery and human trafficking. We require our suppliers to demonstrate compliance with our policies and relevant legislation relating to modern slavery and human trafficking.

### **Due Diligence**

- 1.9 Our employees are at the centre of our business, not only in delivering work to our clients but as key stakeholders as well. We have a number of processes and programmes in place which support a safe, fair and inclusive working environment and seeks to support wellbeing and learning for everyone.
- 1.10 Steer's reputation is based on the proven ability to deliver high quality consultancy services that are valued by our clients. To ensure we achieve this objective, and to continually improve, we operate in accordance with our ISO certified Quality Management System (QMS). The QMS provides the framework in which we operate, and it is designed to deliver high quality work to clients, develop and inform our employees, manage risk and facilitate continuous improvement. Its correct application ensures we meet contractual requirements and comply with relevant policies, procedures and legislation.
- 1.11 In 2019/2020 we will review our approved supplier process to continuously improve our supplier due diligence, management and compliance.

### **Risk Assessment**

- 1.12 On an annual basis, the Board and Executive consider and assess risks, including modern slavery, in relation to Steer's stakeholders. Risks are prioritised and form part of the Company risk register.
- 1.13 In 2019/2020 we will complete a specific modern slavery risk assessment, the findings of which will lead to a review of relevant policies and procedures and will continuously improve how risks can be better investigated, remediated and mitigated.

## Performance Indicators

- 1.14 As part of our annual Company Plan we set a number of objectives to support our zero-tolerance approach to modern slavery. These include ensuring that;
- all staff work in a manner consistent with the behaviours and values contained within our Mission and Principles;
  - the Executive provides clear vision and leadership; and
  - 100% of staff complete training according to our policies. This includes Modern Slavery Awareness training.
- 1.15 These objectives are reflected throughout the Company at division and individual responsibility levels.
- 1.16 We foster a culture of openness and transparency, which is demonstrated in our Mission and Principles. Our adherence to the Mission and Principles are assessed each year by our Trustees.

## Training and Awareness

- 1.17 Delivery of our modern slavery policy is dependent on our employees having a good understanding of the issues, the legislative requirements of our business and of our approach to risk identification and management.
- 1.18 All employees receive training in relation to modern slavery and human trafficking so that they are aware of the legislation, high risk sectors and the Company's zero tolerance approach to modern slavery and human trafficking. They also receive training on our Business Procedures. This is included as part of our Compliance Training Matrix and is accessible to all employees throughout the year via our online learning hub.
- 1.19 Where applicable this training is further embedded in related training, for example, recruitment and procurement.

## Summary of Actions

- 1.20 In 2019/2020 we commit to:
- carrying out a specific modern slavery risk assessment;
  - reviewing our supplier process and procurement policy; and
  - continuing to train employees on our commitment to ensuring there is no modern slavery or human trafficking in our supply chain.

**This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes the Company's slavery and human trafficking statement for the financial year ending 31 March 2019.**

Signed:



**Sharon Daly**  
**Chief Operating Officer**  
**Steer Davies & Gleave Ltd**  
**Date: 31 March 2019**