

Employment Working Conditions and Modern Slavery Statement

Introduction

This Employment Working Condition and Modern Slavery Statement sets out Roast & Ground's commitment to provide all employees with safe and excellent working conditions, and the steps we have put in place to ensure compliance within our own business or our supply chains.

This statement covers our commitment to Employment Working Conditions in the following areas:

Working Time

Roast & Ground is committed to:

- Ensure decent working hours in compliance with all local laws applicable for working hours and overtime.
- Overtime shall not be excessive, shall not be regular and will remain voluntary and always compensated, in compliance with applicable regulations & laws.
- Paid national and religious holidays for all employees.
- Provide its employees with annual paid holidays.
- Annual review of the Employee Handbook covering all aspects of the employment.

Physical & Mental Working Conditions

Roast & Ground is committed to:

- Protect the safety and health of all Roast & Ground employees by preventing work-related injuries, ill health, diseases and incidents.
- Comply with relevant Occupational Health & Safety (OH&S) national laws and regulations.
- Promote a workplace environment that supports and encourages the mental well-being of all employees.
- Review Risk Assessments annually.

Remuneration

Roast & Ground is an accredited Living Wage Employer ensuring a competitive and consistent remuneration structure and is committed to:

- A fair approach to remuneration without discrimination related to origin, nationality, religion, race, gender, disability or age.
- Providing all employees with a fair pay considering the level of responsibility, experience and market conditions, which is reviewed annually.
- Ensuring that part-time workers receive the same protection, minimum living wage and social security, as well as employment conditions equivalent to those agreed to comparable full-time workers.

Modern Slavery and Human Trafficking

Roast & Ground is committed to preventing slavery and human trafficking in our business activities, and work with the aim of ensuring that there is no slavery or human trafficking in our own business or our supply chains. We all have a duty to be alert to risks, however small. Staff are expected to report their concerns and management to act upon them. The Company considers that modern slavery encompasses:

- human trafficking
- forced work, through mental or physical threat
- being owned or controlled by an employer through mental or physical abuse of the threat of abuse
- being dehumanised, treated as a commodity or being bought or sold as property
- being physically constrained or to have restriction placed on freedom of movement.

Due Diligence Processes for Slavery and Human Trafficking

The Company undertakes due diligence when considering taking on new suppliers, and regularly reviews its existing suppliers. The Company's due diligence process includes building long-standing relationships with suppliers and making clear our expectations of business partners in relation to any modern slavery and human trafficking risks. We also invoke sanctions against any suppliers that fail to meet our expectations, up to and including the termination of the business relationship. The Company has not, to its knowledge, conducted any business with another organisation which has been found to have involved itself with modern slavery.

In accordance with section 54(4) of the Modern Slavery Act 2015, the Company has taken the following steps to ensure that modern slavery is not taking place:

- evaluation of supplier contracts to include termination powers in the event that the supplier is, or is suspected, to be involved in modern slavery
- evaluating the modern slavery and human trafficking risks of each new supplier
- measures in place to identify and assess the potential risks in its supply chains
- undertaking impact assessments of its services upon potential instances of slavery
- creating action plans to address risk to modern slavery
- training provided to staff on modern slavery to embed a zero-tolerance policy towards modern slavery
- mapping the supply chain broadly to assess particular product or geographical risks of modern slavery and human trafficking.

Organisational Structure and Supply Chains

This statement covers the business activities of Roast & Ground, namely the installation and maintenance of coffee and water dispensing equipment and supply of related consumables to business premises in the UK. The Company currently operates in the UK only. The Joint Managing Directors are ultimately responsible for the Company's compliance with all legislative requirements including those relating to Modern Slavery and Human Trafficking.



Policies

We provide an Employee Handbook which includes both an Ethical Conduct Policy and a Whistleblowing Policy whereby all our employees are encouraged to report any concerns relating to our activities and/or those of any of our suppliers.

We also comply with all legal requirements regarding the National Minimum Wage and National Living Wage in respect of all our employees. We also provide access to e-learning materials to ensure that all staff are made aware of the issues relating to modern slavery and human trafficking.

This Employment Working Conditions and Modern Slavery Statement will be regularly reviewed and updated as necessary by the Board of Directors, which endorses this policy statement and is fully committed to its implementation.

This statement is made in pursuance of Section 54(1) of the Modern Slavery Act 2010 and will be reviewed for each financial year.

This Employment Working Conditions and Modern Slavery Statement has been approved and authorised by Richard Gray, Joint Managing Director.

This policy is reviewed annually prior the 1st of February.

Last update on 12th January 2024.