

Document Logistix

Modern Slavery and Human Trafficking Statement



Document Logistix ('DLX') believes in transparency in its activities and dealings and therefore we have chosen to set out below the steps we have taken to both preventing and eradicating any suspected slavery and human trafficking in our business activities and our supply chain, including next steps. Whilst not captured by the Modern Slavery Act 2015 reporting requirements, we have chosen to voluntarily publish our position in line with the requirements of 54(1) of the Modern Slavery Act 2015.

About DLX

DLX provides the development and supply of Electronic Document Management and Workflow Software, consulting, configuration, integration and support services to implement and maintain systems comprising the EDMS. The provision of document digitising and classification services. Management of cloud-based IT resources to deliver EDMS.

Our commitment to the Principles of the Modern Slavery Act 2015

DLX is committed to abolition of Modern Slavery and Human Trafficking. As an equal opportunities employer, we're committed to creating and ensuring a non-discriminatory and respectful working environment for our staff. We want all our staff to feel confident that they can expose wrongdoing without any risk to themselves and therefore we operate on a 'speak up' policy.

Organisational Structure and Supply Chains

We do not enter into business with any organisation, worldwide, which knowingly supports or is found to be involved in slavery, servitude and forced or compulsory labour.

DLX's head office is based in the United Kingdom although we provide our services globally.

Due to the nature of our business activities we consider ourselves to be a low-risk entity, however we ensure that we undertake appropriate Know Your Client ('KYC') on all customers and suppliers within our supply chain to ensure that we do not contribute to any suspected breaches of this legislation. We also conduct periodic reviews of our supplier chain when there is a requirement to do so.

DLX assesses on an ongoing basis whether particular activities or countries are high risk in relation to modern slavery or human trafficking.

Our recruitment processes ensures that all prospective and current employees are legally entitled to work in their designated country and to safeguard employees from any abuse or coercion.

High Risk Activities

The following activities are considered to be at high risk of modern slavery or human trafficking:

- When details for an organisation or entity cannot be substantiated – especially in the public domain

In such a scenario within our supplier chain our CEO or CFO will be responsible for determining if it is appropriate to engage.

Our Policies in relation to the Modern Slavery Act 2015

The following Policies are in place and are accessible internally at all times to all DLX employees as an initiative to raise awareness and to combat any risk of Modern Slavery or Trafficking within DLX's operations and/or supply chain:-

- Code of Conduct
- Modern Slavery Statement
- Corporate Social Responsibility Policy
- Recruitment and Selection Policy
- Staff Handbook and Contract

*The Staff Handbook and Contract covers equality and diversity, whistleblowing, speaking up and bullying and harassment policies within DLX.

Any policies in relation to Modern Slavery and Human Trafficking are reviewed and signed off by the Managing Director of DLX. It is the responsibility of all employees at DLX to ensure that they are aware of DLX's position on these issues and that they raise queries if they have concerns or do not understand.

Embedding the Principles

DLX commits to embedding the principles of abolition of Modern Slavery and Human Tracking through the following actions:-

- providing mandatory training to all staff on the Modern Slavery Act 2015 and informing them of the appropriate action to take if they suspect a case of slavery or human trafficking
- ensuring staff involved in procurement activity are aware of and follow modern slavery procurement guidance on GOV.UK and undertaken additional training where applicable
- ensuring that consideration of the modern slavery risks and prevention are embedded into all applicable operational procedures both as an employer and producer and procurer of goods and services making sure DLX contract terms and conditions include references to modern slavery and human trafficking and that due diligence is carried out as part of BAU.
- continuing to take action to embed a zero tolerance policy towards modern slavery
- Utilising KPIS to monitor the effectiveness of our strategies – such as implementation of training, KYC

This Modern Slavery and Human Trafficking Statement will be reviewed and updated on an annual basis or when there is a requirement to do so – whichever event occurs first.

Name:	Frank De Wit
Position:	CEO