BIRKBECK COLLEGE
University of London

Modern Slavery & Human Trafficking Statement
Modern Slavery Act 2015

Introduction from the Finance and General Purposes Committee

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person’s liberty by another in order to exploit them for personal or commercial gain.

The College is committed to improving our practices to combat slavery and human trafficking.

This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes our slavery and human trafficking statement for the financial year ending 31st July 2016.

Organisational structure

We are a provider of full time and part time courses in the higher education sector. We are known as Birkbeck College, University of London; founded in 1823 by the philanthropist, Dr George Birkbeck. The College owns a limited trading subsidiary, known as Birkbeck College (Cambridge House) Limited. The principal activity undertaken by the Group are teaching and research together with ancillary activities necessary to facilitate this. Additional activities include rendering academic services to a variety of educational, commercial and other organisations. The College is a body incorporated by Royal Charter and governed by the Governing body. The College is an exempt charity within the meaning of the Charities Act 2006 (updated 2011).

The Group employs 1068 paid staff and the subsidiary company does not employ any paid member of turnover staff; with a global annual of £108 million at year-end July 2016

Our policies on slavery and human trafficking

The College is committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business.

In light of the obligation to report on measures to ensure that all parts of our business and supply chain are slavery free we have put in place a designated Modern Slavery and Human Trafficking Policy.

Our Modern Slavery and Human Trafficking Policy demonstrate our commitment to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective systems and controls to ensure slavery and human trafficking is not taking place anywhere in our supply chains.

Approved by senior management personnel of Birkbeck College, University of London
January 2017
Due diligence processes for slavery and human trafficking

As part of our initiative to identify and mitigate risk we have in place:

Human Resource procedures
- A comprehensive range of policies and practices have been applied including an Equality and Diversity Statement, Dignity at Work and Study, formal grievance and disciplinary policies to protect and ensure that staff rights and responsibilities are upheld.
- Regarding pay, the College uses the national single pay spine structure, operated by most higher education institutions in the UK and has safeguards to ensure that the hourly rate of staff not fall below the current London Living Wage.

Procurement procedures
- Engage with our supplier base.
- Identify and monitor potential risk of slavery and human trafficking in our supply chains.
- Incorporate within the tender process to address slavery and human trafficking with potential new suppliers.

Supplier adherence to our values

The College has a zero tolerance to slavery and human trafficking. To ensure all those in our supply chain (including contractors) comply with our values we have in place a supply chain compliance action list.
- Engage with supplier base to secure a commitment to work with the College to identify and monitor slavery and human trafficking down the supply chain.
- Register all supplier responses on an annual basis.
- Engage with potential new suppliers about commitment to the College’s Modern Slavery Policy.
- Reduce and identify our key supply chains in the following areas of expenditure:

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<th>Facilities</th>
<th>Advertising</th>
<th>Travel</th>
<th>Catering</th>
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<td>Estates</td>
<td>IT</td>
<td>Temporary Staff</td>
<td>Stationery</td>
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<td>Equipment</td>
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<td>Professional services</td>
<td>Marketing</td>
<td>Subscriptions</td>
<td>Laboratory equipment and consumables</td>
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Raising awareness

To ensure a high level of understanding of the risks of modern slavery and human trafficking in our supply chains and our business, we intend to provide training to our staff, via Modern Slavery as a regular agenda item to be discussed at management meetings within the Schools and Support Departments, with information to be cascaded through the organisation. Monitoring will be managed through the current, Disclosure of Conflict of Interest.

We also require our business partners to provide training to their staff and supplier chains, this will be facilitated through a variety of supplier engagement activities identified below.

Our effectiveness in combating slavery and human trafficking

We have built upon existing monitoring already in place and developed further processes to allow for more effective reporting in the longer term.

Further steps

Following a review of the effectiveness of steps we have taken to date to ensure that there is no slavery or human trafficking in our organisation and supply chains we intend to take the following further steps to combat slavery and human trafficking.

Human Resources

The College's policies and reporting mechanisms are regularly reviewed to identify areas for further review and issues to be addressed.

To inform the institution of possible inconsistencies between policy and practice, the College undertakes institution-wide Staff Surveys, which includes questions about the experiences of staff relating to their experience of the College, instances of bullying/harassment/discrimination and the ability to manage work-life issues as employees of the College.

The results are compared against past surveys and sector benchmarks. Action plans are developed to tackle issues that are identified. The latest Survey was undertaken in May 2016, with results, analysis and actions to be shared across the institution and included in the institutional Athena SWAN submission. Monitoring of Modern Slavery will be incorporated into this mechanism.

Procure to Pay Review

An outcome of the review of the Procure to Pay process will be streamlining of the current supplier base from 4000 (active) to under 1000 suppliers, which will enable:

- Engagement with a manageable supplier base, to complete and return a “Light Touch” questionnaire, which seeks to collect and identify suppliers' position and
progress against Modern Slavery within their organisation and supply-chain. This activity will take place in 2017. Followed by the “Detailed” questionnaire in 2018.

- Responses will be reviewed and appropriate action taken.
- All responses will be held centrally on the Finance System, to allow for monitoring and reporting.
- Reporting will be both to the Finance and General Purposes Committee and Equalities Committee on an annual basis.