

TECHNICAL NOTE

Modern Slavery Statement

(09 February 2022)

Oxford Computer Consultants Ltd
23-38 Hythe Bridge Street
Oxford OX1 2EP

T: +44 (0)1865 305200
F: +44 (0)1865 793124

<http://www.oxfordcc.co.uk/>
info@oxfordcc.co.uk

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1 Equality and Accessibility

In every project OCC seeks to eliminate discrimination, harassment or victimisation of any kind; and advance equality of opportunity and good relations between those with a protected characteristic and those who do not share it. We have equality and accessibility policies which form part of our staff company handbook.

2 Modern Slavery, Child Labour and Inhumane Treatment

OCC does not use, nor allows its Subcontractors to use, forced, bonded or involuntary prison labour; has not been convicted of any slavery or human trafficking offences; ensures that its officers, employees and Subcontractors have not been convicted of slavery or human trafficking offenses; maintains policies in compliance with the Modern Slavery Act; and ensures there is no slavery or human trafficking in OCC's supply chain. We do this by background checking all staff and subcontractors. A DBS check is a requirement for all OCC staff.

OCC delivers to CCS an annual slavery and human trafficking report setting out the steps it has taken to ensure that slavery and human trafficking is not taking place in any of its supply chains or in any part of its business.

OCC does not use, nor allow its employees or Subcontractors to use, physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation of its employees or Subcontractors. This is a disciplinary offence in our company handbook. OCC shall not use or allow child or slave labour to be used by its Subcontractors and would report the discovery or suspicion of any slavery or trafficking by it or its Subcontractors to CCS, the Buyer and Modern Slavery Helpline.

3 Income Security

OCC ensures all wages and benefits paid for a standard working week meet, at a minimum, national legal standards in the country of employment; and that all staff are provided with written and understandable information about their employment conditions and wages. Each member of staff has a secure personal folder in a document management system where they can reference their contract, reviews and conditions of employment. OCC records all disciplinary measures taken against Staff and ensures that Staff are engaged under a recognised employment relationship established through national law. Wage deductions have not been used as a disciplinary measure, nor would they be unless permitted by law.

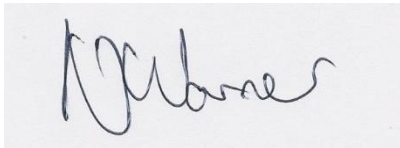
4 Working Hours

OCC working hours comply with national laws. The working hours of fulltime staff are defined by contract to be 37.5 hours per week. Overtime is exceptional and is used responsibly to meet client deadlines. We record the extent, frequency and hours worked by all staff. The total hours worked in any seven-day period does not exceed 60 hours. We monitor staff wellbeing to safeguard workers' health and safety. All Staff are provided with at least one day off in every seven-day period (usually two days).

5 Sustainability

OCC meets the Government Buying Standards applicable to Deliverables defined online <https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>. OCC has an Environmental and Sustainability Policy which outlines our commitment to working sustainably in a way that benefits not only our organisation, but also society and the economy, while minimising damage to the environment.

Signed,

A handwritten signature in blue ink, appearing to read 'Nick Warner', is shown on a light grey rectangular background.

Nick Warner
Managing Director
Oxford Computer Consultants Ltd