

Ian Allan Travel Modern Slavery Statement

Ian Allan Travel (IAT) has been providing travel management services to a diverse range of Businesses, Charities and Universities since 1964. Based in Shepperton, close to Heathrow Airport, we are part of the Ian Allan Group. The Group was founded in 1942 and remains a privately owned and family run business. Today we are widely recognised and respected in the industry for our quality, innovation, and cost-effective travel management service.

Ian Allan Travel Directors and Staff take our Corporate Social and Legal responsibilities extremely seriously. We recognise that our staff are our greatest asset. We hire and retain excellent individuals to service our customer's needs. We recruit the best staff without thought of race, gender, religion, disability or sexual orientation. We demand that any other company we work with to provide services hold the same ideals. We regularly audit our partners to ensure this.

Our Commitment

Ian Allan Travel is committed to ensuring an organisational commitment to understanding the risks of modern slavery in accordance with our responsibilities under section 54 of the Modern Slavery Act 2015. Ian Allan Travel will ensure that there is no modern slavery in our business or our supply chain.

As a responsible business we will not use or accept forced, incarcerated, coerced or indentured labour. Furthermore we will not accept child labour. We will do all we can to eradicate these practices through our own practices and by ensuring the same standards with any partners. We will audit our performance on an annual basis in line with our Equal Opportunity and Corporate Social Responsibility policies.

We will:

- Continue to operate in an equal opportunity employment, thriving as an ethnically and culturally diverse company
- Treat our employees fairly, with dignity and respect whilst upholding their employment rights under universally acceptable international standards
- Protect the health of our workforce and promote healthier lifestyles whilst developing their life and business skills Empower all our employees towards open and honest conversation with the company management and to report, without fear of retribution, known instances of abuse and disregarding of our core principles in this area
- Educate our employees on the values and principles of sustainable development and the commitment of the company towards ethical business practices and the requirements to comply with specific legislation in regards to Modern Slavery and Anti-Bribery

Training

To ensure a high level of understanding of the risks of modern slavery and human trafficking in our supply chains and our business, we will provide training to our staff to assist them in identifying and preventing exploitation.

Our Business and Supply Chains

Ian Allan Travel has offices in Shepperton and Bristol where we employ over 80 people. Our staff provide Business Travel Services to a diverse range of Companies, Universities and Charities. We have a number of core suppliers for services such as back office systems and Visa and Passport services. In addition to these core suppliers we have a wide range of suppliers integral to our operations such as hotels and airlines. As part of our responsibilities under section 54 of the Modern Slavery Act 2015, Ian Allan Travel has written to our suppliers requesting confirmation from their senior management that they are satisfied that their operations have suitable preventative measures in place to prevent modern slavery. Furthermore, we are committed to having an ongoing and open dialogue with our suppliers and to working with them to ensure robust preventative measures are in place and it will continue to seek confirmations over time.

Supplier adherence to our values

Ian Allan Travel has a zero tolerance approach to slavery and human trafficking and expects our suppliers and contractors to uphold the same values. Ian Allan Travel will not conduct business knowingly with anyone engaged in slavery and human trafficking practices or knowingly permit them to be carried out in any part of its business. We are adapting our standard supplier terms and conditions to include applicable anti-slavery provisions and will look to secure similar protection in all relevant supply arrangements.

Supporting Policies

Ian Allan Travel has in place the following policies reflecting its commitment to acting ethically and with integrity in all its business relationships:

- Anti-Corruption & Bribery policy
- Equality & Diversity Policy
- Whistleblowing Policy

Ian Allan Travel statement on the steps we have taken during the financial year (1st December – 30th November 2015) ensure that slavery and human trafficking is not taking place in

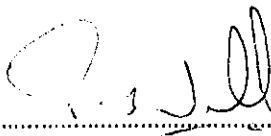
- (i) in any of its supply chains, and
- (ii) in any part of its own business

Ian Allan Statement on the steps we have taken since inception and the last financial year (1st December 2017 – 30th November) to ensure that slavery and human tracking is not taking place in:

- 1) any of its supply chains, and
- 2) any part of its own business

Ian Allan Travel rolled out our Ant-Slavery Statement and policy on 25/11/2016. The process involved:

- 1) A review of our supply chain to ensure compliance. This involved auditing key suppliers in the first year and auditing further suppliers in year two to ensure compliance with the act. Suppliers audited in year one received an enhanced audit in year two. In the coming year we have agreed to further enhance the audit of suppliers as well as auditing additional 3rd parties.
- 2) Training for all staff on the company's obligations under the act as well individual staff members responsibilities. We reviewed our Human Resources procedures to ensure all related policies were compliant with the act. Ian Allan Travel run yearly refresher training for all staff and all new staff receive training as part of their induction. Finally, Ian Allan Travel review all policies and practices on a yearly basis as part of our Quality Audit pertaining to our ISO 9001 accreditation.

Signed.....

Patrick O'Neill
Managing Director – Ian Allan Travel
06/03/2019