

CITY & GUILDS MODERN SLAVERY STATEMENT

For the Financial Year ending 31 August 2022

City & Guilds is a leader in global skills development. We work with education providers, employers, and governments in over 100 countries across the world to help people, businesses and economies grow by shaping skills systems and supporting skills development.

City & Guilds is committed to improving our practices to combat modern slavery within our business and within our supply chains, and we are committed to:

- acting ethically and with integrity in all our business dealings and relationships; and
- implementing and enforcing effective policies and procedures to ensure modern slavery is not taking place within our business or our supply chains.

OUR STRUCTURE

The City and Guilds of London Institute is a registered charity in England, Wales, and Scotland, and is the parent organisation of City & Guilds. City & Guilds has over 1400 employees, and operates in over 100 countries.

The City & Guilds business is made up of City & Guilds, Kineo, The Oxford Group, Gen2, Intertrain, and the ILM brand. Together, these businesses set the standard for professional and technical education and corporate learning and development around the world.

OUR PURPOSE

Each of our businesses has its own distinct focus. As a business, our combined products and services provide a comprehensive range of work-relevant qualifications, assessment, training, and learning support services.

Everything we do contributes to achieving our purpose: helping people, organisations and economies develop their skills for growth. We reinvest our surplus through the activities of the City & Guilds Foundation to support our social purpose, which aims to change people's lives through skills.

OUR POLICIES

We have published an Anti-slavery and Human Trafficking policy on our website that reflects this commitment. Our policy applies to all members of staff and to our suppliers, and is communicated to staff through our Intranet, and to our suppliers through our website and supplier-on boarding process.

In order to act ethically and with integrity, to support our people, and to ensure there is no modern slavery or human trafficking within our supplier chain or any part of our business, we have a number of policies and procedures that relate to the people within our business and to the suppliers within our supply chain.

Each policy is owned by a member of the Senior Leadership Team within City & Guilds and is kept up-to-date on a periodic basis, or when required due to a change of law or best practice.

OUR BUSINESS

Recruitment

We operate a robust and transparent recruitment process in accordance with published recruitment guidelines. Our guidelines require that checks must be carried out on all shortlisted candidates on their eligibility to work in the relevant country to safeguard against modern slavery. Our guidelines include a statement on modern slavery including a list of the key signs to look out for which could indicate that someone may be a victim of modern slavery or human trafficking. We work with established and reputable recruitment organisations in relation to employees and wider work force, such as building security and maintenance staff.

Employee well-being

Since the Covid 19 pandemic, enhanced measures have been put in place to support the well-being of our staff. We provide office equipment to staff to ensure occupational health when working from home. All staff have free of charge access to an Employee Assistance Programme, external mental health advice and support such as Mind, internal 1 to 1 and peer coaching, and a network of internal mental health first aiders. Each area of City & Guilds is represented by a Local Feedback Representative whose key role is to feedback any issues to the Local Feedback Group, for escalation to the Senior Leadership Team where appropriate. This initiative has been strengthened by the creation of a role profile for Local Feedback Representatives and a constitution. Staff members have access to a Smart Working hub that provides our policies and procedures on working from home, our flexible working policy, together with work life balance guidance. We continuously promote initiatives to improve employee well-being and social and professional development on our Intranet.

Awareness training

We offer on demand and face-to-face training on modern slavery via our Intranet to enable staff members to gain a high level of understanding of the risks of modern slavery and human trafficking. We monitor changes in the legislation and best practice, and keep our business updated on new developments via our Intranet.

We rolled out refresher training to Legal, Procurement, Facilities and Recruitment teams, with 100% completion rate. We have updated our Intranet with a new page on Modern Slavery. We presented our compliance initiatives to the Senior Leadership Team at a session dedicated to Corporate Responsibility to raise awareness of modern slavery.

Whistleblowing

We encourage our staff to 'speak up' if they have any concerns about any conduct taking place within City & Guilds, and monitor our 'speak my mind score' score through our Employee Engagement Survey. If a staff member identifies any of the signs of modern slavery, they may report this to their Line Manager, to the Legal Department, or via our whistleblowing inbox. In addition, all staff have free of charge access to an external organisation, Protect, to support the whistle-blower. We created a new page on our Intranet to promote a 'speak up' culture, and provided a quick link to this from the home page of our Intranet. We have created a whistleblowing process document to increase confidence and transparency that whistleblowing concerns will be investigated consistently and with due diligence.

OUR SUPPLY CHAIN

Our supply chain include organisations and individuals that support the delivery of our products and services in order to achieve our purpose, including providers of:

- qualifications, assessment, and accreditation
- e-learning and learning technology
- leadership and management development
- operational products and services
- professional services
- technical skills training.

Supplier Due Diligence

City & Guilds has a centralised Procurement team which acts in accordance with relevant policies and procedures.

As part of our process to identify and reduce the risk of modern slavery and human trafficking in our supply chains, we:

- require all bidders responding to formal tenders to provide their anti-slavery and human trafficking policy and, where applicable, their modern slavery statement, as part of the supplier selection process
- ensure that anti-slavery and human trafficking considerations form part of the procurement process in accordance with our Procurement Policy and our Sustainable Procurement Handbook
- include anti-slavery and human trafficking provisions within all of our standard supplier agreements
- provide our Modern Slavery Policy to suppliers as part of the new supplier on-boarding process.

We have published a statement on the crisis in Ukraine which sets out our support of the people of Ukraine and adherence to the sanctions imposed by the UK, US and EU Governments.

Risk Assessment

As part of our procurement process, we carry out appropriate checks on potential new suppliers in order to evaluate whether there is any risk of modern slavery or human trafficking. We require all of our suppliers to adhere to our supplier code of conduct and our anti-slavery policy if they do not have their own policy. If we become aware of a failure to comply with our anti-slavery policy, the relevant member of the business may terminate its relationship with the supplier, or elect to work with the supplier to resolve such issues.

We carried out a supplier audit in 2022 during which we identified key suppliers based on location and industry, and carried out a supplier survey on their modern slavery compliance programme.

FURTHER STEPS

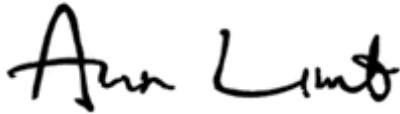
No incidents of modern slavery have been identified within our business or supply chain in financial year 2022.

City & Guilds intends to build on its modern slavery programme year on year in order to raise awareness, identify and manage risk, and continue to prevent modern slavery from arising. In the financial year 2023, we intend to:

- Raise awareness of our modern slavery policy and annual statement and on-going initiatives through our new Intranet and website.
- Review and update our procurement policies and guidance, and promote these on our new Intranet and website.
- Include the criteria by which suppliers will be risk assessed in relation to modern slavery into new supplier management software to be implemented in 2022 – 2023 for increased visibility.

APPROVAL

This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes City & Guilds slavery and human trafficking statement for the financial year ending 31 August 2022.



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Dame Ann Limb
Chair
The City and Guilds of London Institute

16 November 2022

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Date