

**ANTENNA INTERNATIONAL : MODERN SLAVERY AND HUMAN TRAFFICKING  
ANNUAL POSITION STATEMENT – 2017/2018**

**Introduction**

This statement sets out Antenna International's current position in relation to the Modern Slavery Act 2015. It summarises the actions that we have taken over the last 12 months to 31<sup>st</sup> March 2018. Although Antenna is not currently a "relevant commercial organisation" as per section 54 of the Act; we wish to publicly demonstrate our commitment to the principles of preventing any circumstance of modern slavery.

**Organisational structure and current supply chains**

Antenna International make audio tours, mobile apps, multimedia guides, podcasts, interactives and story-driven content for the museum cultural and travel sectors.

We check our potential suppliers before we enter a contract with them. The following is the process by which the company assesses whether or not particular activities or countries are high risk in relation to slavery or human trafficking:

- Review of current supply chains and risk assessment for each existing supplier
- We verify the ethical standards of our current and future suppliers
- Requirement for all our third party suppliers to provide evidence of correct documentation for insurance and indemnity of their employees

To decide if a product or service is high or medium risk we consider the country and we're sourcing from, and the skill level of the labour force the supplier might use. This helps us to manage our risks. Fundamentally, we build close working relationships with our suppliers around the world.

Around 1000 suppliers sell to us and they're based in 16 countries. On top of that, some of our suppliers in turn have their own suppliers. Most of our suppliers sell to us on an ad hoc basis – with 'off the shelf' items or localised services, which are supplies not made specifically for us. These include office supplies, office cleaning, legal advisory services, stationery and postal or courier services. They contract with us on our general terms and conditions. A significant part of what we spend is with our audio guide and multimedia equipment suppliers.

The vast majority (above 97%) of our staff are directly employed by us. We use reputable UK and EU recruitment agencies for the small number of interim roles we utilise, and we obtain assurances from these agencies of their compliance with Modern Slavery, Right to Work and other legislative requirements.

**Effectiveness:** We feel this has mitigated the Supply Chain risks effectively.

**Internal policies**

**Modern Slavery and Human Trafficking Policy.**

This is reviewed annually and includes guidance for staff on how to report any concerns related to the direct activities, or the supply chains of, the organisation.

**Actions**

**Training and Induction**

The organisation requires all employees within the organisation involved in managing supply chains to complete training on modern slavery. We also provide a statement of intent related to modern slavery in the induction materials for new staff.

The organisation's Modern Slavery training covers:

- Our business's purchasing practices, which influence supply chain conditions and which should therefore be designed to prevent purchases at unrealistically low prices, the use of labour engaged on unrealistically low wages or wages below a country's national minimum wage, or the provision of products by an unrealistic deadline
- How to assess the risk of slavery and human trafficking in relation to various aspects of the business, including resources and support available;
- How to identify the signs of slavery and human trafficking;
- What initial steps should be taken if slavery or human trafficking is suspected;
- How to escalate potential slavery or human trafficking issues to the relevant parties within the organisation;
- What messages, business incentives or guidance can be given to suppliers and other business partners and contractors to implement anti-slavery policies
- What steps the organisation should take if suppliers or contractors do not implement anti-slavery policies in high-risk scenarios, including their removal from the organisation's supply chains
- Reinforcement that our position is zero tolerance on Modern Slavery

**Effectiveness:** We feel that the training provided and induction materials supplied have given our staff a good understanding of the issues involved and raised their awareness substantially.

**Awareness Raising**

We carry out awareness-raising activities to highlight these issues to all staff internally, through internal communications on Workplace (internal social media) and events such as those for Anti-Slavery Day on 18<sup>th</sup> October.

**Effectiveness:** We feel that these activities have helped further raise awareness somewhat, in addition to the aforementioned training.

**Board of Directors Approval**

This statement is made pursuant of section 54(1) of the Act and constitutes our Modern Slavery and Human Trafficking statement for the financial year ending 31 March 2017. This statement has been approved by the organisation's board of directors, who will review and update it annually.

Signed :  (Director)