

## **MODERN SLAVERY AND HUMAN TRAFFICKING POLICY**

**Chuanglee** is committed to driving out acts of modern-day slavery and human trafficking within its business and that from within its supply chains, including sub-contractors, and partners.

The Company acknowledges responsibility to the Modern Slavery Act 2015 and will ensure transparency within the organisation and with suppliers of goods and services to the organisation. These as well as the suppliers of services make up the supply chain within the organisation.

The Company will not support or deal with any business knowingly involved in slavery or human trafficking.

The Directors and senior management shall take responsibility for implementing this policy statement and its objectives and shall provide adequate resources (training, etc) and investment to ensure that slavery and human trafficking is not taking place within the organisation and within its supply chains.

A full copy of this policy and a copy of the Modern Slavery Act 2015 will be accessible to all employees electronically and can be obtained from the HR department upon request.

### **Entitlement to work in the UK**

All employees are required by law to produce evidence of their entitlement to work in the UK on or before the first day of employment. The following will be accepted as evidence of entitlement to work in the UK:

- A UK passport;
- A passport or national identity card of a European Economic Area (EEA) state and if relevant, any worker registration or other supporting documentation; or
- A passport from a non-EEA state, the relevant endorsement showing that the holder is permitted to live and take employment in the UK and, if relevant, any additional required documentation (e.g. documentation from the UK Border Agency, evidence of student status, Biometric card).

Please bring the relevant documentation to HR. Employees who do not produce evidence of their entitlement to work in the UK on or before their first day of employment cannot commence employment and will not receive their salary payments.

### **Right to work in the UK**

The Company as your employer has a legal responsibility to ensure that you are legally entitled to work in the UK. This means that the Company is required to check your status both before the start of your employment, and afterwards, if your right to work here is time



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EST. 1989

bound or if there are restrictions placed on type or level of work you can do. Such checks will be carried out at least on an annual basis.

If further checks about your status are required, you should always ensure that your documents, such as passport and travel document are produced as and when requested by us. You are required to store these documents safely and in a place where they can be retrieved with ease for our purpose. If you fail to produce your documents as and when requested by us, this will be regarded as a refusal to carry out a reasonable instruction and will normally result in dismissal.

If you are no longer legally entitled to work in the UK or legally able to continue with the level and type of work that you do for us, for whatever reason, this will result in the termination of your employment.

If you have **any** questions about what documents you may need to produce, please speak with our HR Manager or your Line Manager.