

Modern Slavery and Human Trafficking Policy 2025

1. Purpose

City Planned Maintenance (“the Company”) is committed to conducting its business ethically, responsibly, and with integrity. We are dedicated to preventing modern slavery and human trafficking in all areas of our operations and supply chains.

This policy outlines our approach to ensuring compliance with the **Modern Slavery Act 2015** and sets out the steps we take to identify, prevent, and address risks of modern slavery and exploitation.

2. Scope

This policy applies to:

- All employees, workers, and contractors of City Planned Maintenance.
- All suppliers, subcontractors, and business partners working with or on behalf of the Company.
- All operations, services, and projects carried out by City Planned Maintenance in the United Kingdom.

3. Our Business

City Planned Maintenance provides commercial property maintenance and facilities management services, including planned and reactive maintenance across disciplines such as electrical, plumbing, HVAC, and general building works.

We operate primarily within the UK, engaging directly employed staff and approved subcontractors. While the risk of modern slavery within our operations is considered low, we recognise our responsibility to remain vigilant and take proactive steps to prevent any form of exploitation.

4. Our Commitment

City Planned Maintenance will:

- Not tolerate any form of modern slavery, servitude, forced labour, or human trafficking.
- Ensure that all recruitment is carried out lawfully and that all employees work voluntarily and are free to leave their employment with reasonable notice.
- Expect the same high standards from all suppliers, subcontractors, and business partners.
- Provide information and training to relevant employees to help them identify and report any potential concerns.

5. Our Supply Chain

We recognise that risks can exist within supply chains, particularly where goods or services are sourced from outside the UK. To mitigate these risks, City Planned Maintenance will:

- Conduct due diligence on new suppliers and subcontractors before engagement.
- Require suppliers to confirm compliance with the Modern Slavery Act 2015.
- Include anti-slavery and ethical conduct clauses within supplier and subcontractor agreements where appropriate.
- Monitor supply chains to identify and address potential areas of concern.

6. Reporting Concerns

City Planned Maintenance encourages all employees, subcontractors, and suppliers to raise any concerns about modern slavery or unethical conduct.

Concerns can be reported confidentially to:

Name: Matthew Debono - Managing Director

Email: Matt@cityplannedmaintenance.com

All concerns will be taken seriously, investigated appropriately, and handled with discretion. There will be no adverse consequences for anyone who reports a concern in good faith.

7. Training and Awareness

We provide ongoing training and guidance to ensure that employees understand:

- What constitutes modern slavery and human trafficking.
- How to recognise signs of potential exploitation.
- How to report concerns safely and appropriately.

This training forms part of our wider commitment to ethical business practices and responsible procurement.

8. Review and Responsibility

The Managing Director holds overall responsibility for ensuring that this policy is effectively implemented and maintained.

This policy will be reviewed annually, or sooner if required, to ensure continued relevance and compliance.

Approved by: Matthew Debono - Managing Director

Company: City Planned Maintenance Ltd

Date: 01/11/2025

Next Review Date: 01/11/2026

