

Modern Slavery Act Transparency Statement

University of Exeter

Financial Year 2019/20

Introduction

At the University of Exeter (“the **University**”), we are committed to protecting and respecting human rights and do not tolerate slavery, human trafficking and other exploitation. This statement complies with Section 54, Part 6 of the Modern Slavery Act 2015 and sets out the steps the University has taken regarding slavery and human trafficking.

The University of Exeter

The University combines world class research with excellent student satisfaction at its campuses in Exeter, Devon and Penryn and Truro, Cornwall. Formed in 1955, the University has over 25,000 from 130 countries and over 125,000 alumni in 183 countries providing our academic community of staff, students and visiting researchers with a truly global experience and diverse, inclusive environment. Its success is built on a strong partnership with its students and academics and a clear focus on high performance.

Policies

As already noted, the University is committed to protecting and respecting human rights and has embodied this ethical stance in a number of its policies, including:

- The University Ethics Policy
- Professional Code of Conduct:
- Dignity and Respect
- Good Practice in the Conduct of Research

The University has several policies that set out standards for procurement and suppliers. These include:

- Sustainable Procurement Policy This includes our policy on conflict minerals
- Chartered Institute of Purchasing and Supply (CIPS) Code of Conduct. Most of our strategic procurement officers are members of CIPS, the professional association. As members, they must comply with this code, which includes adherence to laws, ethics and personal integrity
- Fair Trade policy
- Sustainable Food Policy
- Procurement Policy on Modern Slavery
- Procurement Procedures Manual. This includes guidance on social value, modern slavery & IR 35 legislation.

Procurement

Supply Chain

In the Financial Year 2019/20, the University spent circa £150 million gross with in excess of 5,000 suppliers, with another £3 million on purchasing cards for one-off expenditure. Procurement valued at and above £50,000 ex VAT was managed by Procurement Services to ensure compliance with legislation & to achieve value for money on bought-in goods and services. Spend below this figure is mostly undertaken directly by the Colleges and Professional Services Teams.

Almost all supplier expenditure was with first tier suppliers who have registered addresses in the UK, of which relatively few items relate to outsourced services.

Risk

The University has undertaken a high level risk assessment to identify the potential sectors and suppliers where issues around human trafficking have historically arisen including:

- Supply of clothing/ uniforms
- Outsourced cleaning services
- Outsourced security services for events
- IT industry, including computers, tablets, and mobile phones
- Agency Workers
- Construction industry
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Clothing: The University does not have a significant volume of purchasing from the clothing sector. Most members of staff do not wear a uniform. Having considered our supply chain and our procurement procedures, we have assessed the risk to be low.

Outsourced cleaning services: The University purchases outsourced cleaning services from local SMEs to supplement its own cleaning teams during periods of high demand e.g. summer school, events etc. Having considered our supply chain and our procurement procedures, we have assessed the risk to be medium but is managed through robust due diligence checks.

Outsourced security services: The University purchases outsourced security services from local SMEs to supplement its own security teams during periods of high demand to facilitate events etc. Having considered our supply chain and our procurement procedures, we have assessed the risk to be low.

IT: The University purchases a wide range of electronic and IT equipment and software. Some of those items, particularly laptops, mobile phones and tablets can contain metals usually sourced in high-risk regions and the University is aware there is a well-documented risk of dangerous working conditions and child labour. However, the University's main supplier of laptops and desktop computers is HP, who monitors its supply chain closely.

Agency Workers: The University has identified there is a potential risk with agency staff for cleaning, portering and other high service roles. The University has identified there may be small amounts of temporary recruitment being undertaken outside of Procurement Services. The use of agency workers is quite limited and normally undertaken via existing university sector frameworks awarded after careful due diligence of suppliers. Where agencies are used on a one-off basis these tend to be UK based and registered businesses. The main cleaning contract stipulates that the Real Living Wage (RLW) is to be paid to staff, with regular checks undertaken.

Construction: Most construction is carried out by major companies, which perform much of their work through their contractors. However, most of our building contractors abide by the Considerate Contractor code of conduct which includes a commitment to the well-being of the site workforce.

In terms of procurement, also see below the statements regarding Terms and Conditions and contractual arrangements.

Training

The University arranged training on the Modern Slavery Act for staff, and additionally, Procurement Services' staff have also undertaken training that specifically addresses 'Protecting Human Rights in the Supply Chain' a course that looks at the issue of human trafficking/ethical procurement. This training is available to all strategic procurement staff and other senior personnel involved with operational procurement.

The University has updated its corporate governance training and this now includes a section that covers the Modern Slavery Act. This training is available to all staff.

Procurement and Contractual Due Diligence

The University maintains its procurement templates, including the Selection Questionnaire and tendering documentation to ensure these are in line with regulatory requirements around modern slavery.

The University also works with a number of procurement consortia including the Southern Universities Purchasing Consortium (SUPC) and is reassured that they are applying similar measures to their procurements and framework agreements.

The University maintains its standard terms and conditions for purchasing of goods, works and services, together with its contracts for Contractors and Consultants, to include an obligation to comply with the Modern Slavery Act and to pass this down to any supply chain.

Identifying Instances of Modern Slavery in Supply Chain

The University has not identified any instance of a breach of the Modern Slavery Act in its supply chain. Additionally, the University is of the view that a breach of the Modern Slavery Act would be a material breach of its contracts. In a scenario where the University identified any instance of modern slavery in its supply chain, it would seek to take action in accordance with due process. Actions would include: informing the police and terminating a contract.

Procurement at the University works to a category management approach, which gives a greater granularity of detail regarding categories of expenditure (particularly focussing on IT infrastructure, construction, cleaning and catering). This will enable the University to reduce its supplier base and have greater scrutiny of these suppliers and their supply chain.

Raising Concerns

Where staff, or others have concerns about potential breaches of the Modern Slavery Act, these can be raised directly with the University's Chief Financial Officer, who can be contacted via the following e-mail address: A.Connolly@exeter.ac.uk.

Monitoring and auditing

The University does not have the resources to audit its supply chain to second, third (and lower) tiers, so we intend to collaborate with others in the Higher Education sector and Central Government (e.g. Cabinet Office/CCS frameworks). The University has reviewed and tried one service for monitoring corporate social responsibility (CSR) for suppliers, but this seemed undeveloped and unsuited for our needs.

The University analyses its external expenditure on bought-in goods & services to better understand & manage this expenditure. Additionally this year, it will subscribe to new systems that help it to better capture and understand this spend and supply chain activity plans for Modern Slavery Act and its carbon footprint from bought-in goods & services. This currently covers first tier suppliers but it is hoped that this can be extended to lower tiers as and when suppliers and the University can capture and report this data.

Category management

Finance and Procurement Systems

The University's finance and procurement systems came into operation in August 2018. These systems:

- improve the visibility of our chosen suppliers and contracts so members of staff can select goods and services from approved suppliers;
- provide greater clarity and auditable detail regarding how we identify and procure our suppliers and contractors;
- facilitate our management of suppliers e.g. supplier rationalisation, supplier relationship management;
- facilitate our management of supply categories and mitigate their risks.

HR Statement

The University directly employs 6511 employees and we have a thorough set of employment related policies and procedures that prevent any possibility of modern slavery occurring within our workforce.

Our Human Resources (HR) directorate and recruiting managers follow a recruitment policy and processes which are regularly reviewed for compliance with legislation.

At the time of application, potential employees have to provide 'right to work' information which is checked at interview. The majority of interviews are conducted face-to-face which ensures that individuals have freely chosen to attend. All application forms are verified as being the applicant's own information, including taking a copy of the interviewee's original passport and any additional 'right to work' documentation (where applicable).

Where interviews are conducted via Skype or other electronic means, the candidate is required to present their original passport and other additional 'right to work' documentation (where applicable) in person to HR before their start date or on their first day.

All employees receive a written contract of employment. HR also provide information to all new employees on their statutory and contractual rights including sick pay, holiday pay and other benefits they may be entitled to.

The University is committed to paying the Living Wage Foundation “Real Living Wage”.

As the University implements its Global Strategy, we expect to employ an increasing number of individuals outside the United Kingdom. The University has agreed a policy and procedures to ensure that overseas employment is fully compliant with statutory requirements in the host country on tax, social security and employment, where appropriate taking advice from professional advisers in the host country. This will include ensuring that employment arrangements, whether they are employed directly by the University or through a third party, comply with the University’s responsibilities under the Modern Slavery Act.

Alumni/Donors

The University has also incorporated reference to the Modern Slavery Act into its Reputation Management Policy, to ensure that the terms and requirements of the Act are recognised in our dealings with our alumni and potential donors.

Future Steps

As noted above, the University is committed to developing its policies, processes and procedures to ensure on-going compliance with the Modern Slavery Act and to ensure the policies around a zero tolerance to incidents of human trafficking and slavery are embedded.

The University intends to maintain its training programmes on the Modern Slavery Act and will have access to new systems which facilitate the on-going monitoring of supply chains to facilitate effective risk management and on-going monitoring of potential areas of higher risk.

This statement is available at the University’s web site [here](#).

Version 4

Owned by the Director of Compliance, Governance and Risk

Approval

Approved as follows:

- Vice-Chancellor’s Executive Group, at its meeting on 18 February 2021
- Also received by Audit Committee, at its meeting on 9 March 2021



Professor Lisa Roberts

Vice-Chancellor and Chief Executive