

Modern Slavery Policy Statement

This statement is made pursuant to s.54 of the Modern Slavery Act 2015 and sets out the steps that Total Fitout has taken, and is continuing to take, to ensure that modern slavery or human trafficking is not taking place within our business or supply chain.

Modern slavery encompasses slavery, servitude, human trafficking and forced labour. Total Fitout has a zero-tolerance approach to any form of modern slavery. We are committed to acting ethically and with integrity and transparency in all business dealings and to putting effective systems and controls in place to safeguard against any form of modern slavery taking place within the business or our supply chain.

Our Business

We are an international family owned services company with offices and projects in Ireland and the United Kingdom.

Our High-Risk Areas

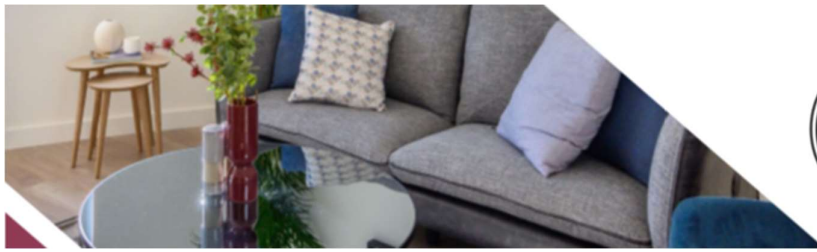
The following activities are considered to be at risk of modern slavery within Total Fitout and the list will be reviewed and updated from time to time:

- Use of staff by sub-contractors or suppliers to Total Fitout, where their suppliers' processes are not compliant.
- Employment of sub-consultants; suppliers and sub-contractors by Total Fitout where their works practices may be non-compliant.

Our Policies

We operate a number of internal policies to ensure that we are conducting business in an ethical and transparent manner. These include:

- Equality & Diversity Policy – we are fully committed to ensuring that equal opportunities are implemented and maintained. All terms and conditions of service apply on a fair and consistent basis to every member of staff.
- Recruitment Policy – we operate a robust recruitment policy, including conducting checks on work eligibility for all employees to safeguard against human trafficking or individuals being forced to work against their will.



- Code of Conduct – this code explains the manner in which we behave as an organisation and how we expect our employees and suppliers to act.
- Corporate Social Responsibility Policy – Total Fitout has long practiced strong corporate governance guidelines and we continue to advocate corporate responsibility in every facet of our business on a daily basis.

Our Sub-Contractors & Suppliers

Total Fitout operates a supplier policy and maintains a preferred sub- contractor/supplier list. To ensure all those in our supply chain and sub-contractors comply with our values, we conduct due diligence on all sub-contractors and suppliers before allowing them to become a preferred supplier/sub-contractor.

Our anti-slavery policy forms part of our contract with all sub-contractors/suppliers and they are required to confirm that no part of their business operations contradicts this policy.

We are committed as an organisation to tackling modern slavery and human trafficking and want to work with suppliers who share our values.

Awareness Training:

To ensure a high level of understanding of the risks of modern slavery and human trafficking in our organisation and our supply chains. We aim to deliver toolbox talks to our staff and sub- contractors working on our projects and forward the toolbox talks to our supply chains.

Our Performance Indicators:

We will know the effectiveness of the steps that we are taking to ensure that the slavery and/or human trafficking is not taking place within our business or supply chain if:

- No reports are received from employees, the public or law enforcement agencies to indicate that modern slavery practices have been identified.

Signed: _____
Shea Woods

Dated: 26/09/2019

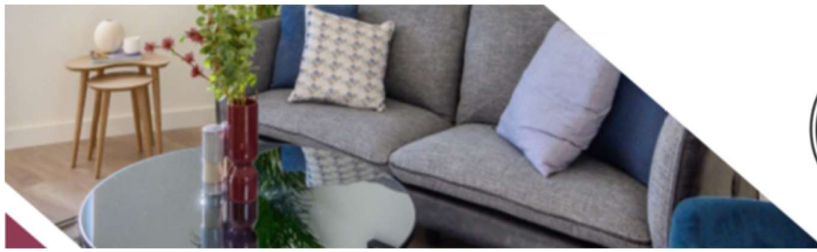
Managing Director
Total Fitout



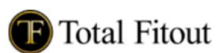
Head Office

Dublin Office

UK Office



Total Fitout



VAT NO. 9818183A
Company No. 497590

Head Office

Station House,
Drumnavanagh, Cavan,
Co. Cavan, Ireland
H12DA52

Dublin Office

Ground Floor, Unit 2,
Block 4B, Blanchardstown
Corporate Park, Dublin 15,
Ireland

UK Office

The Studio, Harmony House,
2A Piano Lane,
Carysfort Road London,
N16 9BL

T: +353 49 4380204
E: info@totalfitout.com
www.totalfitout.com

