



Bong UK Limited 2019 Modern Slavery and Anti-Human Trafficking Policy

Introduction from the Managing Director

This policy sets out our commitment and the steps we have taken to reduce the risk of slavery and human trafficking occurring within the business or our supply chain.

Bong UK Limited is the UK division of the Bong Group who are one of the leading manufacturer and provider of envelopes and packaging products.

The Bong Group Company Head Office is based in Sweden and is a public limited company and its shares are listed on Nasdaq Stockholm. As a global business, Bong Group has divisions in the United Kingdom, Scandinavia, Central Europe, South Europe and North Africa (www.bong.com/en/about-bong/organization/business-units).



The Bong UK Limited group consists of the following business units:

- Business Mailing Solutions
- Bespoke Mailing Solutions
- General Packaging Solutions
- Retail Packaging Solutions

As part of an international business, we at Bong UK Limited recognise that modern day slavery, human trafficking and worker exploitation are significant problems in our global society. As a responsible employer, we support the legislation introduced by the UK government to help address these issues.

Our Business Operating Principles

We conduct our business ethically and with integrity. To demonstrate our commitment and compliance with current legal and ethical best practices our employment practices are independently audited by a Supplier Ethical Data Exchange (SEDEX) audit company. The audit covers all aspects of our business in areas such as Health and Safety, Business Ethics and the Environment. Our business will also be registered on the SEDEX on-line system.

As a SEDEX member we will conduct our business activities in accordance with the Ethical Trade Initiative (ETI) Base Code. The ETI promotes workers' rights around the globe and its Base Code sets minimum standards in areas such as worker safety, fair pay and freedom of expression. These standards are central to the SEDEX audit process. Copies of the Bong ETI code of practice are communicated throughout the business, the business supply chain and displayed on internal notice boards.

Our employee recruitment process for both permanent and temporary employees will involve an evaluation of documentary proof that individuals are entitled to work in the UK. We meet the National Minimum Wage and the National Living Wage and offer holidays and other benefits required by statute.



Our Business Supply Chain

Bong UK Limited has established long term relationships with many suppliers.

We expect businesses or individuals who supply us with products or services to share our ethical values and take reasonable steps to guard against exploitation within their business and their own supply chain. Our commitment to ensuring compliance with the Modern Slavery Act and the Ethical Trading Initiative base code is incorporated in supplier selection, evaluations and approval process. Ongoing compliance is further reinforced via an annual supplier review which is backed up with documented evidence.

We believe this is a proportionate approach, as it is not practical for us or our suppliers to have direct contact at every level in the chain. Furthermore, all Directors and Managers involved in the selection, approval and monitoring of suppliers are required to assess supplier compliance and report any concerns to the Production Director who will (where required) consult the Managing Director who has overall responsibility for compliance.

Raising Awareness within Bong UK Limited

To ensure a high level of understanding of the risks of modern slavery and human trafficking in our supply chains and our business, we incorporate policy awareness and training within the company induction training programme. Furthermore continued awareness is achieved by displaying copies of our policy on the company website, as well as internal notice boards. All Directors are aware of the content of this policy and our continued commitment to comply with the Modern Slavery Act and the Ethical Trading Initiative base code, they will ensure awareness of the Act and Initiative is disseminated throughout the business.

We have a Whistleblowing policy to reassure employees that they may raise concerns about suspected malpractice safely and without fear of retribution.

This Policy will be reviewed and updated annually for each financial year to ensure continued compliance with section 54 (Transparency in supply chains) of the Modern Slavery Act 2015.

Signed:

A handwritten signature in black ink that reads 'J. Green'.

Managing Director