



*Highland Archaeology Services Ltd*

**Bringing the Past and Future Together**

## **MODERN SLAVERY STATEMENT FOR FINANCIAL YEAR 2018/19**

This statement arises from section.54 of the Modern Slavery Act 2015 and sets out the steps that Highland Archaeology Services Ltd 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. Highland Archaeology Services Ltd 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**

Highland Archaeology Services is a consultant archaeological business which undertakes all forms of archaeological ground works, building recordings, planning documents and collections management. It operates mainly in the Scottish Highlands but can work elsewhere in the United Kingdom. The Company has 5 employees and up to 15 subcontractors and uses volunteer for community projects where appropriate

### **Our high-risk areas**

Highland Archaeology Services considers that there are few areas of high risk as all employees and sub-contractors are subject to rigorous vetting procedures prior to appointment. This involves measures such as checking passports and following up references

### **Our policies**

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

1. Anti-slavery policy. This policy sets out the organisation's stance on modern slavery and explains how employees can identify any instances of this and where they can go for help.
2. Recruitment policy. We operate a robust recruitment policy, including conducting eligibility to work in the UK checks for all employees to safeguard against human trafficking or individuals being forced to work against their will.

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## Our suppliers

Highland Archaeology Services Ltd maintains a preferred supplier list and conducts due diligence in checking these suppliers such as online searches to ensure that organisations have never been convicted of offenses relating to modern slavery. Our anti-slavery policy forms part of our contract with all suppliers and they are required to confirm with all Company Policies and Procedures.

## Our performance indicators

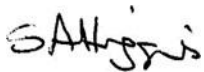
We will know the effectiveness of the steps that we are taking to ensure that slavery and/or human trafficking is not taking place within our business or supply chain if:

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

## Approval for this statement

This statement was approved by the Directors on 18 March 2019

Signed on behalf of the Directors



Sue Higgins

Company Secretary

**2 Ross Lane, Tain, IV19 1GA**

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