

## Supply Chain Transparency Statement 2017/18

### Introduction

Sykes Holiday Cottages Ltd are publishing this statement under Section 54 of the UK Modern Slavery Act 2015. This requires businesses to state the actions they have taken during the financial year to ensure modern slavery is not taking place in their business or supply chains.

This is our second annual statement and refers to the financial year ending 28<sup>th</sup> September 2018.

### Our Business

Sykes Holiday Cottages Ltd is one of the largest independent cottage holiday agencies in the UK. Our vision is to be the #1 provider of UK holidays with our mission being to serve 2.5m holiday makers and 20,000 property owners by 2020.

The foundations of our business are built around our core values:

We – Earn Trust, Grow & Learn, Achieve Together, Drive Innovation & Change, Communicate Honestly.

These values represent the core of our business philosophy encouraging our employees to act ethically when dealing with colleagues and third parties with whom we do business.

The Sykes family continues to grow as we acquire holiday letting agencies across the UK with 10 brands acquired to date. It is important that these brands echo our values and we ensure that our policies and procedures are followed from the outset.

### Due Diligence Processes

We believe there is a very low risk of Modern Slavery in all areas of our business and supply chains. We currently operate in the UK and Ireland only and have a relatively small supply chain mainly consisting of maintenance/domestic cleaning companies.

This year we sought to improve our due diligence processes. Our Managed Services team have implemented a new self-declaration process to ensure all new and existing service providers we partner with are fully committed to the safeguarding and protection of their employees and hold on file valid right to work documentation for every member of staff. We can now confirm the following:

- 100% of our managed service providers who employ staff have signed up the new declaration.

- A 6 monthly check is now in place to regularly monitor the circumstances of those managed service providers who do not currently employ staff. If circumstances change, a signed declaration will be required from that provider before continuation of the service.

### **Policies**

Sykes Holiday Cottages Ltd is committed to providing equal opportunities and to avoiding unlawful discrimination in employment. Our Equality and Diversity policy is intended to assist the Company to put this commitment into practice. Compliance with this policy also ensures that colleagues do not commit unlawful acts of discrimination.

We strive to ensure that everyone is treated with dignity and respect and hold a separate Dignity at Work policy, which deals with these issues.

We also operate a Whistleblowing Policy which encourages staff to report any wrongdoing which extends to human rights violations including Modern Slavery. All reports will be fully investigated and appropriate remedial actions taken.

This statement has been reviewed and approved by the Sykes Holiday Cottages Ltd Board of Directors on 29<sup>th</sup> March 2019.

A handwritten signature in black ink that reads "Michael S Graham." The signature is written in a cursive style with a large, stylized 'S'.

**Michael Graham**  
**Chief Financial Officer**  
**(Director)**