

INTEGRATE OFFICE SYSTEMS LTD

MODERN SLAVERY STATEMENT

1. ORGANISATION

This statement applies to **Integrated Office Systems Ltd** (referred to in this statement as “*the Organisation*”). The information included in this statement refers to the financial year **1 March 2026 – 28 February 2027**.

2. DEFINITIONS

The Organisation considers that modern slavery encompasses:

- Human trafficking
- Forced work, through mental or physical threat
- Being owned or controlled by an employer through mental or physical abuse or threat of abuse
- Being dehumanised, treated as a commodity or bought or sold as property
- Being physically constrained or having restrictions placed on freedom of

3. COMMITMENT

The Organisation acknowledges its responsibility to tackle modern slavery and commits to complying with the Modern Slavery Act 2015. This requires ongoing review of internal labour practices and supply-chain management.

The Organisation does not enter into business with any organisation, in the UK or abroad, which knowingly supports or is found to be involved in slavery, servitude, or forced or compulsory labour. No labour provided to the Organisation is obtained by means of slavery or human trafficking. The Organisation follows all minimum employment standards required within the United Kingdom and ensures the legal right to work of all employees.

4. ORGANISATIONAL STRUCTURE

Integrated Office Systems Ltd operates from its head office at **Teesside Industrial Estate, Stockton-on-Tees**, with all employees based in the United Kingdom.

The Organisation employs **approximately 11–50 staff** and is overseen by a **Managing Director** supported by a Board-level governance structure.

Core business activities include:

- Managed IT & Cyber Security
- Office Technology & Managed Print
- Digital Transformation & Workflow Automation
- Office Supplies & Furniture
- Operations are **not seasonal** and all work is carried out within the United Kingdom.

5. SUPPLY CHAIN STRUCTURE

To deliver its services, the Organisation’s supply chains include:

- Technology manufacturers (e.g., printers, IT hardware, digital signage)
- Office furniture and ergonomic equipment providers
- IT software vendors and cloud service providers
- Professional service partners supporting workflow and cybersecurity

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Most suppliers are **UK-based distributors** or large global manufacturers operating in regulated markets. The Organisation acknowledges that some upstream manufacturing (particularly electronics and materials) involves multi-tier supply chains.

The Organisation does **not** have any collective bargaining agreements with trade unions.

6. ORGANISATIONAL POLICIES

The Organisation maintains the following policies relevant to modern slavery:

- Anti-Slavery Policy
- Modern Slavery & Human Trafficking Policy
- ESG Policy
- Whistleblowing Policy
- Code of Conduct & Ethics
- Supplier & Procurement Standards
- Recruitment and Right-to-Work Policy

Public policies are available at: <https://iosltd.co.uk/ios-external-policys/>

7. ASSESSING AND MANAGING RISK

The Organisation considers its main exposure to the risk of modern slavery to exist within:

- IT hardware and electronics manufacturing supply chains
- Office furniture and equipment sourced internationally
- Logistics and distribution channels

Risk exists due to the global nature of production in these sectors. Overall, exposure is considered **relatively limited**, as the Organisation employs a UK-based workforce and works with reputable suppliers.

8. DUE DILIGENCE IN RELATION TO MODERN SLAVERY

The Organisation undertakes the following due diligence measures:

- Supplier vetting during onboarding
- Reviewing supplier modern slavery statements
- Inclusion of ethical compliance clauses in contracts
- Right-to-work checks for all employees
- Annual supplier compliance reviews
- Prioritisation of suppliers based on risk factors
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To date, **no incidents of modern slavery have been identified** within the Organisation or its supply chains.

9. TRAINING

The Organisation provides:

- Induction training on modern slavery and ethical conduct
- Targeted training for procurement, IT, and leadership teams
- Awareness training on risks within technology and furniture supply chains

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- Annual refresher training for supply-chain-facing staff

10. MONITORING AND EVALUATION

Key performance indicators used to assess effectiveness include:

- Percentage of suppliers reviewed annually
- Percentage of employees trained in modern-slavery awareness
- Number of low-risk and high-risk suppliers identified
- Number of concerns raised through whistleblowing
- Annual review of supplier modern-slavery statements
- Audit results relating to key suppliers

11. STEPS

During this financial year, the Organisation has taken the following steps to ensure modern slavery does not occur:

- Reviewing supplier contracts and adding termination clauses for non-compliance
- Updating internal policies to include explicit anti-slavery commitments
- Creating a supplier questionnaire to assess risk and compliance
- Beginning supply-chain mapping for high-risk product categories
- Enhancing supplier due-diligence documentation
- Introducing annual compliance checks
- Implementing a zero-tolerance policy toward modern slavery

The Organisation has not knowingly conducted business with any organisation involved in modern slavery.

12. MODERN SLAVERY COMPLIANCE OFFICER

The Organisation has appointed a **Modern Slavery Compliance Officer: The Head of Operations**, who is responsible for:

- Responding to concerns or reports
- Monitoring supplier controls
- Ensuring compliance with the Act
- Reporting findings to the Board

This statement is made in pursuance of Section 54(1) of the Modern Slavery Act 2015 and will be reviewed annually.

Paul Macdonald
Managing Director
Integrated Office Systems Ltd

P. Macdonald

Date: 01/01/2026