



FCO SERVICES

Part of the Foreign and Commonwealth Office

OFFICIAL

Slavery and Human Trafficking Statement 2017

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Abbreviations

Abbrev.	Meaning
FCOS	FCO Services
FCO	Foreign and Commonwealth Office
UK NACE	UK National Authority for Counter Eavesdropping
DSR	Diplomatic Service Regulations
HSR	Home Service Regulations
CIPS	Chartered Institute of Procurement & Supply
ETI	Ethical Trade Initiative
ILO	International Labour Organisation

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1 Introduction

This statement covers the activities of FCO Services and sets out our actions to understand all potential modern slavery risks related to our business and to put in place steps that are aimed at ensuring that there is no slavery or human trafficking in our business and our supply chains. This statement relates to actions and activities during the financial year 1 April 2016 to 31 March 2017.

As part of Central Government, FCO Services recognises that it has a responsibility to take a robust approach to slavery and human trafficking and is absolutely committed to preventing slavery and human trafficking in its corporate activities, and to ensuring that its supply chains are free from slavery and human trafficking.

2 Organisational structure and supply chains

We are a Trading Fund of the Foreign and Commonwealth Office (FCO). We provide a range of integrated, secure services worldwide to the FCO and other UK government departments, supporting the delivery of government agendas. We also provide services to foreign governments and international organisations closely linked to the UK.

Operating worldwide, our security cleared people design and deliver secure services that meet the demanding needs of our customers in more than 250 diplomatic offices, across 160 countries. These services include protective security, estates and construction, cloud computing, communications and monitoring, logistics and translation and interpreting. We are also the UK National Authority for Counter Eavesdropping (UK NACE).

Further details can be found here [FCO Services](#)

We predominately use UK based suppliers but also use local organisations. Whenever possible we utilise contracts and framework agreements set up by Crown Commercial Service; part of the Cabinet Office.

3 Relevant policies

FCO Services operates the following policies that assist its approach to the identification of modern slavery risks:

- Whistle blowing - FCO Services is committed to ensuring high standards of conduct in all that it does. For civil servants, these standards are reinforced by the [Civil Service Code](#) and in [Diplomatic Service Regulations \(DSR\) and Home Service Regulations \(HSR\)](#). Our whistle blowing procedure is designed to make it easy for workers to make disclosures, without fear of retaliation
- Ethical Code - Our Ethical Code ensures our people, permanent or contracted, understand and abide by our corporate ethical standards. They must carry out their duties ethically, with integrity and in strict accordance with our code. Our Ethical Code covers:
 - Code of Conduct
 - Gifts, Hospitality and Conflicts of Interest
 - Working with colleagues, and
 - Handling information
- Dignity at Work Policy - Everyone deserves to be treated with dignity and tolerance at work. Our Dignity at Work Policy explains how we ensure our people receive fair treatment and respect, no

matter their background and make them able to fulfil their potential and avoid discrimination in the workplace

- Anti Bribery and Corruption Policy - Approved by the Board and with a foreword by the then Chief Executive, it defines a code of conduct establishing a set of expectations and standards for FCO Services' officers and staff, outlining how they will behave and work together to ensure our business remains free of bribery and corruption. This will be updated to include slavery and human trafficking
- Contract Management Policy - The policy and guidance explains how we manage and monitor the service that suppliers provide our organisation. It explains how we manage contracts for the delivery of goods, services and projects
- Agency Workers Policy – FCO Services uses only specified, reputable employment agencies to source contract labour using a Crown Commercial Service framework agreement where the practices of any new agency has already been verified

4 Risk of slavery and human trafficking

FCO Services appreciates that there is a risk of slavery and human trafficking in all parts of its global business and across its supply chain and will take these steps to assess and manage that risk including:

- mapping the supply chain broadly to assess particular product or geographical risks of modern slavery and human trafficking;
- evaluating the modern slavery and human trafficking risks of each new supplier;
- provide guidance and training to staff on modern slavery and human trafficking and how to recognise it within our organisation and across our supply chains

5 Staff integrity

All FCO Services staff are required to be vetted to [SC or DV](#) level which gives us assurance on the personal integrity of every member of our staff whether permanent or non-permanent. Many supplier and sub-contractor staff are required to be cleared to equivalent levels, therefore, providing the same level of assurance through the supply chain.

6 Supplier Integrity

Wherever possible, FCO Services uses framework agreements set up by the Crown Commercial Service, part of the Cabinet Office, responsible for putting in place legally compliant agreements for commonly used goods and services across government and policing and monitoring these for the life of the agreements. This ensures that FCO Services is using agreements that comply with the requirements of the Modern Slavery Act 2015.

7 Training

FCO Services became the first Central Government organisation to be awarded the [Chartered Institute of Procurement and Supply \(CIPS\) Corporate Ethics Mark](#). This requires **all** of our procurement staff to annually undertake training in ethical procurement and supply, including combating slavery, human trafficking and other human rights abuses and to then complete an examination, gaining a pass mark exceeding 80%.

8 Other activity in 2016 – 2017

FCO Services produced an Ethics Policy Statement which sets out the core principles that suppliers and their sub contractors must follow to maintain high standards of integrity and professionalism in their working practices.

The statement is based upon the Ethical Trading Initiative (ETI) Base Code [Ethical Trade Initiative \(ETI\)](#) which is founded on the conventions of the [International Labour Organisation \(ILO\)](#) and is an internationally recognised code of labour practice.

All FCO Services contracted suppliers were required to sign the statement declaring their organisation's practices adhere to the core principals. A 100% positive response was received from the suppliers.

Also, FCO Services made a decision to include the Ethics Policy Statement in future tender documentation, making it clear that all contracted suppliers are required to declare their working practices meet the minimum standards.

9 Board approval

This statement has been approved by FCO Services' Board of Directors, who will review and update it annually.