

# Collaborative Solutions LLC

## Modern Slavery Statement

### Financial Year Ending 31 December 2018

Collaborative Solutions is a leading full-service global Finance and HR transformation consultancy boasting 100% deployment success and a 98% customer satisfaction rate. As one of the longest-tenured Workday partners, our consultants have successfully deployed Workday Financial Management, Workday Human Capital Management and Workday Payroll for 550+ global Fortune 500 companies, medium-sized businesses and education and government institutions. We have deployed in more than 125 countries for organizations ranging from 1,000 to 200,000 employees.

This document sets out our ongoing commitment as a responsible business to ensure that modern slavery and human trafficking is eradicated. This is our slavery and human trafficking statement for the purposes of section 54(1) of the Modern Slavery Act 2015 (MSA). This statement explains the steps we are taking and the processes we have already implemented to combat slavery and human trafficking.

The annual statement covers the previous financial year ending 31 December 2018 and was approved by the Chief Operating Officer.

#### **Our policies on slavery and human trafficking**

We have a zero tolerance approach to modern slavery and human trafficking, and as such we are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business. We are committed to acting ethically and with integrity in all our business relationships.

#### **Our supply chains and risk**

We consider the risk of slavery or human trafficking within our supply chain to be low. In general, our supply chain involves (i) regulated professional advisers (legal advisers, accountants, insurance brokers), (ii) office consumables suppliers and (iii) in respect of our IT infrastructure and operational requirements, leading global software and hardware vendors.

We have several policies and procedures in place to prevent financial crime generally and these include an Anti-Bribery policy and a Whistleblowing Policy.

#### **Employees**

Our recruitment processes are transparent and reviewed regularly. We communicate directly with candidates to discuss job opportunities and to confirm the details of any offer made. We have robust procedures in place for the vetting of new employees and ensure that we are able to confirm their identities and that they are paid directly into an appropriate, personal bank account. We have policies

and procedures in place to ensure compliance with all human rights laws and UK employment laws and all staff are remunerated fairly and above the UK's national living wage. We are satisfied that our employees are not exploited in any way.

### **Training and Code of Ethics and Conduct**

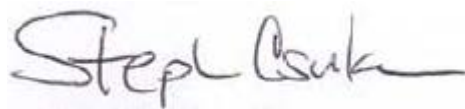
All our employees are required to act with integrity and to a high ethical standard. Through clearly drafted policy and procedure documents and training. Our employees have the support they need to help them to meet the standards of ethics and conduct set by us and overarching rules and regulations. Our employees are required to ensure that all relationships in the workplace are respectful, free of harassment, bias, bullying and violence. We have no tolerance for such harassment or discrimination in the workplace or among our Employees. The code of ethics and conduct policy is reviewed annually and employees are required to confirm, on an annual basis, that they have read and understood it.

### **Actions taken or planned**

Considering slavery and human trafficking risks are low to the business and our supply chains are straightforward, our approach remains one that is proportionate and risk based and focuses on key aspects:

- Supplier on boarding – assessment of their operations and confirmation of their compliance with all appropriate laws (including MSA).
- Due diligence – focusing on existing key suppliers, assess and review their approach to combatting slavery and human trafficking.
- Training – maintain staff training to include education on slavery and human trafficking

### **Collaborative Solutions LLC**



Signed:

Name: Steve Csuka

Title: Chief Operating Officer

Date: 25<sup>th</sup> January 2019