

# Satellite Office Modern Slavery Statement 2023

General Policies and Procedure

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## **Satellite Office Modern Slavery Statement**

### **Introduction**

Modern slavery refers to situations of exploitation that may include trafficking in persons, slavery, slavery-like practices (including forced labour, forced marriage and debt bondage) and the worst forms of child labour, and any form of involuntary practice enforced upon a certain individual against his or her own free will and choosing. Modern slavery can occur in every industry and sector. It is also often linked to other crimes and activities that adversely impact human rights, such as corruption and environmental damage. Across our value chain, we aim to ensure that we and our business partners operate with respect for human rights, as outlined in the UN Declaration of Human Rights.

### **Our Organization**

Satellite Office is a premium offshore services provider building dedicated teams in the Philippines for businesses across the globe. We have an experienced cross-cultural management team composed of Filipinos and expatriates with years of experience in the Business Processing Outsourcing (BPO) industry as well as dealing with global clients and businesses of all scales. We always keep communication lines open and ensure transparency in all processes, so our clients are continually up to date about their business operations in the Philippines. Our employee base to-date is in excess of 800 full time employees situated in our Philippine Branch. Our supply chain supports all areas of our business with a wide range of goods and services, including workspaces, equipment, systems, and various supplies.

### **Our Policies**

Satellite Office is committed to adhere to the principles of the Modern Slavery Act 2018 and ensures that the organization, its employees, and suppliers avert any or such acts that promotes the practice of modern slavery within its conduct of its entire business operations. As such, Satellite Office have adapted its own **Anti-Slavery Policy** that encompasses the entire business of the company, its employees, partners, and suppliers. This is further supplemented by company policies that adhere to rights of the employee in its workforce in accordance to the guidelines set forth by the Department of Labor and Employment.

### **Our Due Diligence and Risk Management**

Our organization operates in the BPO industry with a diverse workforce catering to a wide array of services for clients across Australia, the US and Europe. It is for this reason that the company has identified the risks involving human rights in the conduct of its operations;

- Working terms and conditions
- Hours of work
- Anti-discrimination
- Safety and Security
- Privacy Policy

The existence of these policies in place within the organization together with the commitment of the leaders of the organization to act with integrity and ethical practice towards its conduct of business towards its partners and suppliers help support the aim of the organization to mitigate any form of act that would prevent the practice of anti-slavery.

### **Our Approach**

1. Include a resource reference for the Modern Slavery Act in the company's New Hire Orientation to ensure that the employee population understands the concept of modern slavery and the risks it presents to our organization and ensure that they shall adhere to the organization's drive in eliminating any form of slavery in the workplace.
2. Continuously monitor, amend, and update our company's policies and procedures which will reinforce its commitment to anti-slavery in the workplace.
3. Continue to spread awareness on Modern Slavery risks across our supplier base and cease any business relationships with suppliers if they are found to be in the practice (whether direct or indirect) of slavery or any equivalent thereof.
4. Implement a supplier accreditation due diligence process that requires contractual terms that set out Modern Slavery Act 2018 compliance expectations and penal provisions for any supplier who proves to be in violation of these requirements.
5. Maintain a committee to be headed by the Country Manager of the company with regards to the protection of employees in the workplace through a whistleblower policy that would serve as an avenue for duly reporting cases about modern day slavery practice. The committee will also be responsible for regular review of processes, internal audits, and compliance monitoring.

### **Our Responsibility**

This statement, its implementation, monitoring, updating, and revision shall be the responsibility of the Country Manager of the company. A committee to be determined by the Country Manager will be formed with participation by the Chief Executive Officer and support of its local leadership for the region.

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**Michael McRitchie**

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