

Modern Slavery and Human Trafficking Statement 2017

Olympia Limited, Olympia Management Services Limited and Olympia Car Park Limited (“Olympia London”) operates an exhibition and conference centre with car parking facilities at Olympia London, Hammersmith Road, Kensington, London W14 8UX.

This statement is made pursuant to section 54 of the Modern Slavery Act 2015 and sets out the steps Olympia London has taken in relation to minimising modern slavery and human trafficking in its supply chain.

Our Approach and Policies

Olympia London remains committed to combatting modern slavery, servitude, forced or compulsory labour and human trafficking in every part of its business and supply chains. This statement sets out Olympia London’s approach by describing the policy framework, due diligence and monitoring implemented to prevent all forms of modern slavery.

Olympia London employees are expected to undertake their roles with integrity, following ethical business practices in line with Olympia London’s approach to corporate responsibility. This includes awareness of the risk of breaches of human rights, including modern slavery, forced labour and human trafficking.

We operate the following policies across our business:

- **HR Recruitment Policy**
We operate a range of HR policies and procedures to support the recruitment and management of employees in a fair and positive manner. Our staff also have recourse to an internal Grievance Policy.
- **Anti-Corruption and Bribery Policy** available at <http://olympia.london/dpa>
We take a zero-tolerance approach to corruption and it is our commitment to conduct business in a fair and ethical manner.
- **Whistleblowing Policy**
We operate a Whistleblowing Policy to encourage staff, and those affiliated with the business, to report any suspected wrongdoing, in the knowledge that their concerns will be taken seriously and investigated in confidence.
- **Procurement Policy**
We operate a procurement policy to ensure our services are acquired consistently across the business. This contains a procedure to support employees in achieving best value and minimising risk when procuring goods, services and works.
- **Supply Chain Policy** available at <http://olympia.london/sc>
Our Supply Chain Policy sets out the ethical standards we require our suppliers to uphold and specifically addresses modern slavery and human trafficking.
- **Sustainable Development Policy**
Olympia London is committed to embedding high ethical standards throughout the business and to operating, as a minimum, in accordance with all applicable laws and regulations. We

apply these high standards to our engagement with stakeholders, our approach to managing our environmental impacts, the quality of services and facilities we supply, our employment practices and procurement.

Due diligence process and Supply Chain

As an operator of a world leading venue, Olympia London procures a wide range of goods, services and works to support the delivery of our business strategy. Olympia London considers that the highest potential risk areas in relation to modern slavery are in its supply chain. To mitigate the risks that could be associated with our business and our supply chain, Olympia London has put in place policies, procedures and processes to avoid incidences of modern slavery and human trafficking.

Olympia London has a Procurement Policy to support employees in achieving best value and minimising risk when procuring goods, services and works. This is supported by a Supply Chain Policy which sets out the ethical standards we require our suppliers to uphold and specifically addresses modern slavery and human trafficking.

We are keen to work with suppliers who conduct their business in a sustainable and ethical manner. All our suppliers have to comply with our ethical business policies and key suppliers have to complete either the modern slavery risk assessment or the supplier questionnaire before appointment. Where a supplier has been identified to have modern slavery in their operations or supply chains, we will endeavour to work with them to remediate the situation, unless there is a failing that is so serious that we left with no other recourse than to terminate the relationship.

A review of our Procurement policy and procedures is undertaken regularly by a Procurement Committee. The Committee is chaired by the Group Finance Director, and the members of the Committee will be the Heads of Department and Head of Legal. The Group Finance Director is responsible for ensuring that the objectives of the Procurement Policy are met.

Activities to Date

Olympia London is committed to being transparent with suppliers, to operating in a collaborative manner and to improving our suppliers' understanding of ethical and responsible business. During 2017 and 2018 (to date) Olympia London has undertaken the following activities:

- Updated our policies to include a new Procurement Policy and Supply Chain Policy to include specific reference to modern slavery forming part of our new business processes.
- Developed a risk assessment tool for our supply chain in order to identify and better understand where the potential greatest risk of modern slavery may occur.
- Developed a new supplier questionnaire that is more relevant to our current business with the aim being to interrogate potential high-risk suppliers.
- Completed a review of Olympia London's standard terms and conditions and contract templates to ensure that they include an express modern slavery clause.
- Updated our Invitation to Tender Document to include specific references to the considerations of modern slavery.

- Provided workshops on modern slavery and human trafficking to executive and senior managers and general training to all staff across the business in order to raise awareness.

To date, Olympia London has not been made aware of any occurrences of modern slavery or human trafficking in our supply chains.

Evaluating Performance, Future Activities and Training

Whilst we believe that the risk of modern slavery within our direct operations is low, we recognise the need to set best practice standards for our supply chain and to regularly monitor and evaluate performance. In the year ahead we will continue to raise awareness of modern slavery with our employees and suppliers.

Olympia London aims to build on the work to date, with the following activities planned for 2018 and 2019:

- To issue our modern slavery risk assessment questionnaires to existing suppliers who have been identified as possibly having a higher risk of modern slavery and subsequently monitoring their responses. The findings of these assessments will be reported to our Group Finance Director and where necessary further steps will be taken to address any risk identified.
- Following the update of our Invitation to Tender process, to monitor the responses received as part of our new business process.
- Training will continue to be provided to all employees via external consultants, company intranet and internal information cascade. The impact and effectiveness of the training already provided in 2018 will be monitored and reviewed in advance of the publication of our next statement.

Approval

This statement is made pursuant to section 54 of the UK Modern Slavery Act 2015 'Transparency in Supply Chains' and constitutes Olympia London's modern slavery and human trafficking statement for the financial year ended 31 December 2017. This Statement was approved by the Olympia London Board on 23 July 2018.



Yvonne Denyer
Group Finance Director
Olympia London

There is a link to this statement and the 2016 statement on the Olympia London website and a copy is available upon written request.