



MODERN SLAVERY TRANSPARENCY STATEMENT – 2020

Introduction: The purpose of this statement is to confirm that Nova Payroll Management Ltd and other relevant group companies (“Pin Point”) have taken appropriate steps during the year ending 31st March 2020 to ensure our continued compliance with the Modern Slavery Act 2015. As a business we are committed to providing employment opportunities which are non-discriminatory, support living wage legislation, and offer regular hours and working conditions that are safe and hygienic.

Our company is a market leader in placing permanent and temporary staff across the UK. Founded over 20 years ago our origins are rooted in the automotive industry and our growth has been across every employment sector across the UK.

Pin Point is heavily reliant on its people and supply chains in the delivery of services. Each branch within the company is responsible for ensuring that they can demonstrate compliance with the Modern Slavery Act by working to our Group policies and procedures.

Due diligence across our business and supply chain in relation to slavery and human trafficking Pin Point has a reputation for and prides itself on being a moral and principled employer. We believe this provides a platform to deliver a more consistent service and quality across our contracts and sends out a message that we care about the wellbeing of the people working for us.

All staff employed by Pin Point have identity and Right to Work checks, reference checks, and where applicable DBS checks prior to employment commencing.

For certain roles, where additional background checks are required a more in-depth vetting process is in place. In 2016 we introduced a new HR and Payroll system, which allowed us greater transparency and improved workflows over this process, therefore reducing any compliance risk. We have further extended our DBS workflows and reporting to incorporate 1-yearly checks.

We have an accredited training division, the accreditation requires the company go through a rigorous assessment framework to ensure our policies, procedures, and the way we treat our staff sets a standard providing an outstanding place to work. As part of our culture we ask staff to complete a satisfaction survey.

Our supply chain in relation to slavery and human trafficking;

We expect our suppliers to work to the same high standards that we impose on ourselves. We actively promote safe and fair working conditions, including the responsible management of environmental and social issues within our supply chain.

Through our procurement processes we monitor our supply chain to ensure only reputable suppliers who share those same high standards remain on our preferred supplier list.

Version No. V.1.2 Issue Date. March 2020 Review Date. March 2021	Owner: A. Moskal Approved by: A. Findlay	Page 1 of 2	
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As part of the new supplier process, all suppliers are required to complete various due diligence checks. We assess our supply chain for potential areas of risk of non-compliance with the Act, considering a number of factors including:

- suppliers operating outside of the UK / EU regulatory framework;
- raw materials that are produced, or likely to be produced, outside of the UK /EU;
- suppliers operating using temporary and/or low skilled labour

Within our standard commercial contracts, there is an obligation for our clients to fully support and operate in accordance with the Act and take all reasonable steps to ensure that there is no modern slavery in its business or supply chain –

Pin Point reserve the right to terminate any client relationship where this obligation is not adhered to. Throughout 2018, we have continued to roll this out as new clients are brought on board, or where we renew terms with existing clients.

Effectiveness in ensuring that slavery is not taking place Pin Point has a set of policies and procedures which in general cover human rights issues and are aimed at minimising the risk of slavery or human trafficking. Our policies are reviewed on an annual basis, or more regularly as required by any legislative change.

Some of the policies and procedures of particular note are our Code of Conduct, Equal Opportunities statement, Diversity strategy, Recruitment and Selection, Grievance and Whistleblowing procedures.

Our staff, customers and suppliers are encouraged to report any concerns or suspicions they have that any unlawful conduct, including slavery or human trafficking, is taking place at work.

We also promote Unseen’s Modern Slavery Helpline, where individuals can report any suspicious activity or seek help and advice in confidence.

Staff training about slavery and human trafficking Our policies are communicated to staff from the point of induction and regular updates are provided as required either through training programmes or Corporate Communications as the company see fit. All staff are provided with a copy of our Core HR policies at induction.

Our policies and procedures are reviewed on an annual basis, or more frequently where legislation or regulation updates dictate, to ensure that they remain fit for purpose.

Over the next twelve months, we will continue to roll out training to our procurement and commercial teams to make them aware of the Act and our associated due diligence processes.

Our Commitment: This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes Pin Point’s slavery and human trafficking statement for the financial year ending March 2020.

Version No. V.1.1.2 Issue Date. March 2020 Review Date. March 2021	Owner: A.Moskal Approved by: A. Findlay	Page 2 of 2	
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