

## Modern Slavery and Human Trafficking Policy

### Introduction

This statement sets out Satellite Shelters actions to understand all potential modern slavery risks related to its business and to put in place steps that are aimed at ensuring that there is no slavery or human trafficking in its own business and its supply chains.

As part of the modular building industry, Satellite recognizes that it has a responsibility to take a robust approach to slavery and human trafficking.

Satellite Shelters 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.

### Organizational structure and supply chains

This statement covers the activities of Satellite Shelters:

Satellite Shelters is a leading provider of mobile offices and portable job site trailers, The activities are carried out in their branches and on client premises nationwide. Satellite Shelters has assessed the risk and determined that there are not any parts of the business or supply chains where there are risks of slavery and human trafficking. Satellite is headquartered in Minneapolis, with branches throughout the United States.

The following is the process by which the company assesses whether or not particular activities or countries are high risk in relation to slavery or human trafficking:

- Stakeholders are identified and educated to follow the risk process when procuring services or goods.
- All medium or high risk suppliers will be audited

The following activities are considered to be at high risk of slavery or human trafficking:

- Currently there are considered to be no areas of high risk.

### Responsibility

Responsibility for Satellite's anti-slavery initiatives is as follows:

- **Policies:** The VP of Human Resources will draft and implement the policies and ensure they are reviewed a minimum of once a year. The President has responsibility for ensuring adherence to the policies.
- **Risk assessments:** Will be put in place by the Operations Department who will have ownership of the process and review.

- **Investigations/due diligence:** Will be conducted by the stakeholder (ie whoever is procuring the product or service) and signed off by the Operations Director.
- **Training:** The supplier & employee code of conduct will be covered at induction and also annually a refresher will be provided by all department heads.

## Relevant policies

Satellite Shelters operates the following policies that describe its approach to the identification of modern slavery risks and steps to be taken to prevent slavery and human trafficking in its operations:

- **Whistleblowing policy:** Satellite Shelters encourages all its workers, customers and other business partners to report any concerns related to the direct activities, or the supply chains of, Satellite Shelters. This includes any circumstances that may give rise to an enhanced risk of slavery or human trafficking. Satellite Shelters's whistleblowing procedure is designed to make it easy for workers to make disclosures, without fear of retaliation. Employees, customers or others who have concerns can complete our confidential disclosure form.
- **Employee code of conduct:** Satellite Shelters contracts of employment makes clear to employees the actions and behavior expected of them when representing Satellite Shelters. Satellite Shelters strives to maintain the highest standards of employee conduct and ethical behavior when managing its supply chain.
- **Supplier code of conduct:** Satellite Shelters is committed to ensuring that its suppliers adhere to the highest standards of ethics. Suppliers are required to demonstrate that they provide safe working conditions where necessary, treat workers with dignity and respect, and act ethically and within the law in their use of labor. Satellite Shelters works with suppliers to ensure that they meet the standards of the code and improve their worker's working conditions. However, serious violations of Satellite Shelters' supplier code of conduct will lead to the termination of the business relationship.
- **Anti-Bribery and corruption policy:** Satellite Shelters is committed to the highest standards of ethical conduct and integrity in its business activities. This policy outlines the Company's position on preventing and prohibiting bribery, in accordance with the Bribery Act 2010. The Company will not tolerate any form of bribery by, or of, its employees, agents or consultants or any person or body acting on its behalf. Senior management is committed to implementing effective measures to prevent, monitor and eliminate bribery.

## Due diligence

Satellite Shelters undertakes due diligence when considering taking on new suppliers, and regularly reviews its existing suppliers. Satellite Shelters due diligence and reviews include:

- 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.
- Reviewing on a regular basis all aspects of the supply chain based on the supply chain mapping.

- Conducting supplier audits or assessments by Satellite Shelters which have a greater degree of focus on slavery and human trafficking where general risks are identified.
- Invoking sanctions against suppliers that fail to improve their performance in line with an action plan or seriously violate our supplier code of conduct, including the termination of the business relationship.

## **Training**

Satellite Shelters requires HR professionals, to complete training on modern slavery.

## **Awareness-raising program**

As well as training staff, Satellite Shelters has raised awareness of modern slavery issues by circulating a series of emails to staff

The emails explain to staff

- the basic principles of the Modern Slavery Act 2015;
- how employers can identify and prevent slavery and human trafficking;
- what employees can do to flag up potential slavery or human trafficking issues to the relevant parties within Satellite Shelters;
- What external help is available through the Modern Slavery Helpline.

## **Approval**

This statement has been approved by the Vice President of Human Resources who will review and update it annually.

Michele Pipitone, VP, HR

Date: January 1, 2021