

# Portion Solutions

## Introduction

This statement sets out Portion Solutions Limited actions to understand all potential modern slavery risks related to its business and to put in place steps to ensure there is no slavery or human trafficking in its own business and its supply chains. This statement relates to actions and activities during the financial year 1<sup>st</sup> March 2021 to 28<sup>th</sup> February 2022.

## Organisational structure and supply chains

Portion Solutions Limited is part of the PortionPack Europe Group and manufactures different types of dry powdered ingredients, such as sugar, instant coffee, hot chocolate, salt, pepper, sweetener, beverage whitener, cereals, honey, agave syrups, soy sauce and savoury seasonings and different types of table sauces including tomato sauce, mayonnaise, brown sauce, salad cream, tartare sauce, mustard and vinegar in a variety of formats. The product range also includes packing of cleaning chemicals, hand wipes, toiletries and pharmaceuticals.

Component	Origin	Supply to PSL – direct/indirect
White and brown sugars	UK, Europe & Africa	Direct & Indirect
Other sugars	South America & UK	Indirect
Coffee	South America	Indirect
Salt	UK & Europe	Direct
Pepper	Asia	Direct
Chocolate powders	UK & EU	Direct
Sweetener	EU	Direct
Spices	EU	Direct
Cereals	UK & EU	Direct
Honey	China	Indirect
Agave syrup	Mexico	Indirect
Savoury seasonings	UK	Direct
Table sauces	UK	Direct
Primary packaging	EU, UK, India	Direct & Indirect
Secondary packaging	UK	Direct
Non-food products	China, UK & Europe	Direct

We have direct relationship with most of our suppliers, which means we have greater connection to the site and possibly more influence over labour issues.

Portion Solutions also sells products produced by other Portion Pack Group companies and sourced from 3<sup>rd</sup> party suppliers to food services providers in the UK and Europe.

# Portion Solutions

All raw materials are sourced from reputable suppliers, mainly from Europe – white sugar, salt, sweeteners, chili flakes. Coffees, cane sugar and pepper are sourced from countries lying between the Tropic of Cancer and the Tropic of Capricorn, including Mauritius, Vietnam and Colombia. We have over 80 direct suppliers from multiple countries. Three direct suppliers are from outside Europe – Vietnam, China and India.

## **Responsibility and relevant policies**

ETI Base Code – part of Portion Solutions' core values in relation to operating our business ethically. We also expect all our suppliers to comply to the ETI Base Code.

SMETA Audit – Portion Solutions complies with SEDEX members ethical trading audit's measurement criteria and implements best practice guidelines on Anti-Slavery provisions including freely chosen employment, child labour, young workers and discrimination-free working practices.

Supplier Workplace Accountability Assessment – once a year we are subject to an assessment which promotes a unified set of global workplace standards for all workers in one of Portion Solutions' customer supply chain.

Fairtrade certified products - Fairtrade has been shown to increase standards of living and reduce risk and vulnerability for farmers and workers as forced labour is prohibited in this standard. Fairtrade Standards encourage democratic leadership, administrative efficiency, transparent accounting and improved governance. This means that farms are well represented and trust their leadership, which makes the organisation a stronger business partner within the supply chain. This is the reason why Portion Solutions is committed to offer a Fairtrade certified range of products where possible.

SEDEX – Portion Solutions is a member of Sedex which is a web-based system for suppliers to share ethical trading information with their customers and suppliers. We encourage all our suppliers to register with Sedex.

We subscribe to the principles of Stronger2gether, a multi-stakeholder initiative aiming to reduce modern slavery, particularly hidden forced labour, labour trafficking within the supply chain.

Portion Solutions 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:

Equality policy – the organisation is committed to eliminating discrimination and encouraging diversity amongst its workforce. Our objective is to create a working environment in which there is no unlawful discrimination and all decisions are based on merit.

Whistleblowing procedure – the organisation encourages all employees to raise any genuine concerns they might have about certain wrongdoings with the company without fear of reprisal, to provide guidance on how to raise those concerns and to enable investigation of such concerns and deal with them appropriately.



# Portion Solutions

Employee code of conduct – the organisation's code makes clear to employees the actions and behaviour expected of them when representing the organisation.

## Sustainability Plan 2022

We are constantly looking for ways to reduce waste, recycle material and reinvent what we make, do and sell to minimise our impact on the environment. We are making lots of small changes because we recognise that if we all do just a little bit more, collectively we make a big difference. We are proud of what have achieved so far but want to do much more which is why we are investing our time and resources into finding better solutions for all of us. We continue to work on our plan we established in 2021.

### Sustainable Products



### Smart Logistics



### Energy Saving



### Reduce Waste



## Current due diligence

All suppliers have to go through a supplier approval process, which includes confirmation of certification and accreditation status and completion of a supplier questionnaire. Based on this we assess and review the supply chain to consider particular product and/or geographical risk of modern slavery and human trafficking for existing and new suppliers.

Using SEDEX, SMETA audit, ETI Base Code and the Portion Solutions Ethical Trading Questionnaire, suppliers can be checked for their labour standards and compliance in tackling modern slavery and human trafficking.

The supplier audit and certification schemes provide a good basic understanding to evaluate our supply chain, but we went one step further and created supplier risk profile. This helps us to identify suppliers from higher risk areas and where we need to put more focus on obtaining information.

Where Portion Solutions identifies indicators of modern slavery in its supply chain, it will work with the relevant supplier to help implement effective measures to address the issue. If compliance with the code is suspected or proven to have been breached by any supplier, Portion Solutions reserve the right to request open and effective cooperation with verification, corrective remedial actions as well as the final option to terminate the commercial agreement.

# Portion Solutions

## Training and effectiveness

Another year with Covid-19 had an impact on training needs within the business. Because of this, we have not completed any training in modern slavery and human trafficking among our employees but this doesn't mean we do not stay up to date with relevant information.

In the new financial year we will provide training for employees using Stronger2gether resources. This will include workplace posters and regular updates where applicable.

## Plan for 2022

- Just over 80% of our suppliers is already registered with Sedex and we will try encourage remaining suppliers to sign up as well. We also ask those suppliers to complete our Ethical Trading Questionnaire.
- We will focus on suppliers with the high risk profile score and try to obtain more information about their supply chain to determine the risk of forced labour.
- Review staff awareness of Modern Slavery and establish training schedule for all employees by the end of 2022.

This statement was approved by the Board of Portion Solutions Limited

Nick Fox  
Managing Director



June 2022

Robert Thomson  
Operations Director

