

## 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 1st March 2018 to 23rd February 2019.

## Organisational structure and supply chains

Portion Solutions Limited is part of the Portion Pack Europe Group and manufactures different types of dry powdered ingredients, such as sugar, instant coffee, hot chocolate, salt, pepper, sweetener, beverage whitener; and different types of table sauces including tomato sauce, mayonnaise, brown sauce, salad cream, tartare sauce, mustard and vinegar in a variety of formats.

In September 2018 Portion Solutions acquired CustomPack Limited but their activities are not included in this year's statement.

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

Most raw materials are sourced from reputable suppliers, mainly from Europe - white sugar, salt, sweeteners, chilli 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 31 direct suppliers from seven countries. Only one direct supplier is from outside Europe - Vietnam.

## 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 Solution 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. 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. We encourage all our suppliers to register with Sedex and this will be a condition of supply going forward.

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 or reprisal, to provide guidance on how to raise those concerns and to enable investigation of such concerns and deal with them appropriately.

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

## **Current due diligence**

All suppliers of raw material have to go through a supplier approval process, which includes certification and accreditation status and in some cases a 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, ET! 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 believe due diligence is an area where we can improve further. We will be reviewing our existing supply chain and create an annual risk profile for each supplier.

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.

## Training and effectiveness

It is our first reporting year and we are in a process of training key members of staff in modern slavery and human trafficking and how they might appear in the workplace or supply chain.

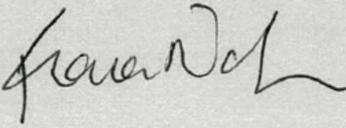
In the new financial year we will provide formal and targeted training based on the company's supply chain risk assessment and with the help of Stronger Together resources and training programmes. This will include workplace posters, induction or other training.

A briefing to all staff will be issued on the publication of Portion Solutions Modern Slavery Statement.

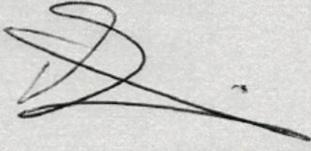
To assess how effective we have been, we will review the following points and report on these in our next statement:

- Supplier base visibility on SEDEX in financial year 2019/2020 compared to 2018/2019
- Review staff awareness of Modern Slavery

This statement was approved by the Board of Portion Solutions Limited



Fiona Norfolk  
Managing Director



Robert Thomson  
Operations Director

March 2019