

Altlaw eDiscovery Limited – Anti Modern Slavery Policy

Altlaw eDiscovery Limited (“Altlaw”) is committed to improving its practices to combat Modern Slavery and human trafficking. We undertake an assessment and review of our processes periodically and seek assurances from suppliers that they and their supply chains comply with the Modern Slavery Act 2015 and Human Rights Act 1998.

Organisation structure

Altlaw provides eDiscovery and related services to law firms and in-house counsel, with offices in London, Frankfurt and Dublin. We operate from a UK Head Office, which is located in Hackney, London.

Our supply chain

As an eDiscovery and document review provider, Altlaw does not have an extensive supply chain and our suppliers are typically vetted, well-established service providers such as software developers and legal recruitment firms.

Other suppliers in our chain mainly relate to the provision of administrative and non-revenue related products/services that aid our day-to-day operations, such as: cleaning, courier services, refreshments and consumables.

Anti-slavery and human trafficking

Our Anti Modern Slavery Policy reflects our commitment to acting ethically and with integrity in all our business relationships and our effort in implementing and enforcing effective systems and controls to ensure that slavery and human trafficking is not taking place.

Commitments

We expect everyone working with us or on our behalf to support and uphold the following measures to safeguard against Modern Slavery:

- a) We have a zero-tolerance approach to Modern Slavery in our organisation and our supply chains.
- b) The prevention, detection and reporting of Modern Slavery in any part of our organisation or supply chain is the responsibility of all those working for us or on our behalf.
- c) Workers must not engage in, facilitate, or fail to report any activity that might lead to, or suggest, a breach of our policy.
- d) We are committed to engaging with our stakeholders and suppliers to address the risk of Modern Slavery in our operations and supply chain.

Due Diligence & Risk assessment

We seek to put processes and policies in place in order to comply with applicable law.

In our contracts with third party suppliers, we have introduced prequalification provisions to provide assurances from suppliers that Modern Slavery does not take place within their business or their supply chains.

Should any supplier be found to use Modern Slavery in their business or in any part of their supply chain we are permitted to take steps which can include discussions with the relevant supplier around remediation actions or termination of the contract with immediate effect.

Training

To ensure a high level of understanding of the risks of Modern Slavery and human trafficking in our supply chains and our business, we provide awareness training to those of our employees who have responsibility in relation to engaging suppliers.

We also ensure that employees with responsibility for conducting interviews understand and can recognise signs that Modern Slavery may be occurring. These include, but are not limited to:

- Distrust of authorities;
- The appearance of acting on instruction;
- Injuries, the apparent cause of which is assault or the exertion of control;
- Lack of ability to produce passports/documents held by someone else;
- No knowledge of home or work address;
- Lack of access to medical care;
- Money deducted from salary;
- Limited access to bathroom/hygiene facilities;
- Repeating stories;
- Signs of blackmail or intimidation.

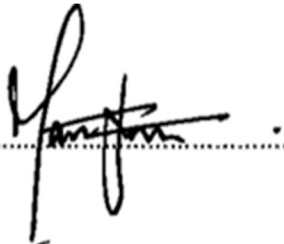
We ensure all staff are aware of the escalation procedure and referral pathway, should they suspect or need to report Modern Slavery.

Approval

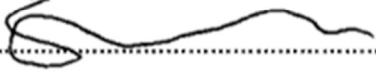
This Policy was signed and approved by Altlaw's Board of Directors, who will review and update it annually.

Directors:

Matt Altass.....



Steven Facer.....



Luke Atkinson.....



Date: April 2022