

OT Group Ltd Modern Slavery Report – FY2023

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1. Introduction

Modern Slavery is a crime and violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour, and human trafficking, all of which have in common the deprivation of a person's liberty by another to exploit them for personal or commercial gain.

The Modern Slavery Act (MSA) requires any organisation with a global turnover of £36 million or above and that is operating in the United Kingdom to produce an annual statement.

This statement provides details of the steps that have been taken during the financial year, ended 30 June 2023 to ensure that modern slavery isn't taking place within any part of the organisations business or within its supply chain.

During this financial year, OT Group Ltd has not identified any evidence of modern slavery occurring within its business or within its extended supply chain.

This statement is made on behalf of OT Group Ltd who are part of Grenadier Holdings Ltd (UK Company number 03591693).

2. Our commitment

Modern slavery will not be tolerated by OT Group Ltd and as such, we are committed to doing business in a fully transparent and responsible way.

This level of commitment cascades through our own organisation and into our supply chain, where we expect the same level of commitment from suppliers.

3. Our business

OT Group Ltd is a leading provider of business services and workplace solutions, office products, stationery, furniture, and janitorial products – direct to end users and via the wholesale channel. Our brands are trusted supply chain partners for businesses across the UK & Ireland for businesses both large and small.

Through a consolidated range of business solutions, we help companies control costs, drive efficiency, and improve productivity. With over 100,000 products, including the 5 star™ product brand, we provide one of the UK's most extensive portfolios of products.

OT Group Ltd is part of Grenadier Holdings Ltd group of companies – a leading provider of Customer Communications, Identification, Graphics and Workplace Services. Grenadier holdings

combine generations of experience with the latest innovations in technology and smart data to enable responsive and meaningful interactions between organisations and their customers

Find out more about OT Group Ltd [here](#)

4. Our people

OT Group Ltd employs circa 480 staff supplemented with 45 agency workers.

The highest proportion of staff are based at the OT Group Head Office and distribution centre and are also working flexibly from other offices throughout England and Eire.

5. Our supply chain

OT Group Ltd spends approximately £104M per annum with its supply chain, which includes UK and global companies.

During the financial year, £44M was spent with the top 20 suppliers, and 70% of direct discretionary spend was with small to medium sized entities (SME's).

Our MSA principles and inbuilt transparency is evident within that diverse supply chain which can be categorised as:

Category Descriptor

OT Group Ltd categorise our products using industry standards set by the BOSS Federation, which is the authoritative body for the UK business supplies industry. This standard uses 48 categories to describe products sold by OT Group Ltd. Appendix A lists all these categories.

Our supplier contracts and agreements reflect our commitment to acting ethically and with integrity in all our business relationships. This is underpinned with the implementation and enforcement of effective systems and controls to ensure slavery and human trafficking is not taking place anywhere within our supply chain.

As a minimum, we require our suppliers to:

- Implement due diligence procedures for their own supply chains
- Use reasonable endeavours not to purchase raw materials, resources and/or products from organisations using forced labour

We work with suppliers through our Product Supplier Relationship Management (PSRM) programmes and contract management meetings offering support to them, whilst ensuring that any reports featuring any aspect concerning or including modern slavery are fully investigated with appropriate remedial actions being taken.

Our focus continues in ensuring that we are doing all that we can to avoid modern slavery occurring.

6. Our policies

As a company we procure internationally and as a result we must ensure that we exercise our attention towards vigilance and embedding processes that drive a commitment to continuous best practice and learning.

Transparency is central to our collaborative approach, and this is achieved by ensuring our policies are located and visible.

Our policies, practices, processes, and tools are all driven with the desire to minimise risk to our business, but more importantly, the risk to those individuals that may potentially be caught in the grip of modern slavery.

Policies:

- [OT Group Ltd Supplier Code of Conduct](#)
- [OT Group Ltd Anti Money Laundering Policy](#)
- [OT Group Ltd Anti-Fraud Policy](#)
- [OT Group Ltd Anti-Slavery and Human Trafficking Policy](#)
- [OT Group Ltd Procurement Policy Statement](#)
- [OT Group Ltd Supply Chain Labour Rights Commitment](#)
- [OT Group Ltd Group Business Ethics Policy](#)

Our safeguarding policies shown via the links below include specific guidance to staff on how to recognise signs of abuse, including slavery, human trafficking, forced labour and how to respond to issues, whilst escalating any concerns.

These ensure that our staff know what is expected of them and how we can work together to eradicate modern slavery.

- [OT Group Ltd Supplier Code of Conduct](#)
- [Policy Procedure Whistleblowing](#)
- [OT Group Ltd Group Business Ethics Policy](#)

OT Group Ltd operate an open-door approach allowing individuals from within the company or supply chain to raise concerns relating to modern slavery with the confidence of anonymity and without fear of reprisal

7. Our management approach

During 2023, OT Group Ltd revisited its modern slavery risk assessment programme, working with the Ethical Trading Initiative (ETI) to develop our ethical trading practices including human trafficking and modern Slavery.

Our work to embed a procurement management system is ongoing, with the largest suppliers currently being onboarded. This will allow us to closer monitor and audit all aspects of ESG, including modern slavery and human trafficking compliance and enable us to have closer collaboration of such practices across our supply chain.

During a year of supplier challenges caused by inflation and supplier shortages, OT Group Ltd continued to safely adapt and there was no evidence of heightened risk within our business.

We have continued to track and monitor due diligence reviews as part of our post contract management processes.

During this financial year we have:

- Observed and responded to CCS Procurement Policies – Tackling Modern Slavery in government supply chains

- Delivered yearly mandatory training modules to OT Group Ltd procurement staff which includes specific programmes covering modern slavery and ethical procurement and supply
- Used industry wide modern slavery knowledge to complete our own self health checks within the business
- Signed up as an [ETI Foundation Member](#) with plans to become a full member by 2025
- Established our procurement management system in partnership with our supplier, Calathea. This enables us to provide actionable insights to improve performance, manage risk and enhance supply chain resilience
- Followed our internal risk management processes and procedures to ensure we continue to provide risk mitigation measures and compliance

OT Group will continue to strengthen its approach to managing the risks of modern-day slavery occurring within its direct business and within its supply chain.

We intend to carry out work in the following specific areas:

- Continue to explore the position of imposing sanctions on suppliers who have been found to have modern slavery act issues/challenges – as aligned with Cabinet Office directives
- Make further improvements to organisational/management/procurement systems and procedures if gaps, risks, and opportunities arise
- Continue to provide coaching and mandatory training programmes to our staff
- Support and implement supplier corrective action plans if required

This statement refers to the financial year ending 30th June 2023 and has been approved by the organisation's board of directors.

Appendix I - BOSS Range Description for categories adopted by OT Group Ltd

Files	
Wall/Notice Boards	
Office Machines	Office Machine Supplies
Office Planning	Legal & Personnel Supplies
Pens	Presentation Equipment
Envelopes	Computer Media Supplies
Janitorial	Office Environment
Unclassified L2	Adhesives & Tapes
Desktop Accessories	Furniture
Bespoke Printing	Computer Hardware
Books	Arts & Crafts
Printer/Fax/Copier Supplies	Events
Labels	Tools
Clothing	Home And Garden
Mailroom & Warehouse	Personal Electronic Equipment
Personal Protection Equipment	Bespoke Printing Other
Paper	Digital Gaming & Consoles
Computer Accessories	Sports And Leisure
Business Gifts	Health And Beauty
Safety & Security	Rubber Stamps - Word
Personal Planning & Accessories	Computer Software
Catering	Smart Technology
Presentation Supplies	Craft
Baby And Nursery	Gifts
Toys	