

To whom it may concern,

COMPLIANCE STATEMENT FOR THE MODERN SLAVERY ACT 2015

Annodata Limited is committed to ensuring good labour practice along its entire supply chain. Annodata is a provider of Managed Services, covering Document and Content Management, Unified Communications and ICT. Annodata Limited is a subsidiary of KYOCERA Corporation, a global corporation with headquarters in Japan. As such, Annodata's main business is the supply of printer and copier hardware manufactured by its parent company, together with consumables, accessories and software associated with these products. Annodata takes its obligations under the Modern Slavery Act 2015 very seriously and has a robust working practise to comply with its obligations.

This Policy document sets out those practises and gives insight into the supply chain and business processes of the company. Any concerns from any member of Annodata staff concerning a likely risk of, or actual, breach of our policy or the Legislation must be raised to the Human Resources Director at the earliest opportunity.

Organisation's Structure and Business

Annodata, established in 1988, is a leading UK provider of Unified Communications, ICT and Managed Print Services. With clients in both the private and public sectors our team of specialists understand the needs of medium and large organisations and can help re-engineer an organisation communications processes through a fully managed service. Our long standing relationships with leading global enterprises including O2, Microsoft, Datto, Mitel and Ricoh give our clients access to the latest technologies so they can be sure their business infrastructure will meet their needs now and in the future.

Annodata manages its business according to the KYOCERA Philosophy and in line with the 10 principles of the UN Global Compact on Human Rights, of which KYOCERA Corporation is a signatory.

KYOCERA Document Solutions Inc. owns and operates its own factories according to the KYOCERA Philosophy and in line with the principles of the UN Global Compact on Human Rights. It has adopted the KYOCERA CSR Guidelines as its code of conduct for business activities throughout the Group, which includes commitments to respect the human rights of employees and to eliminate forced labour and child labour. This provides a high level of confidence that there are no human rights violations at the manufacturing stage of the supply chain. The greatest risk of slavery and human trafficking lies in the raw materials stage, where KYOCERA relies on third party suppliers of the materials and components contained in its products.

In response to this risk, KYOCERA Document Solutions Inc. has distributed its Supply-chain CSR Deployment Guidebook to all suppliers inside and outside of Japan and has provided them with guidance about the prohibition of child labour and forced labour.

Our Supply Chain

Annodata has a long history of working with business partners and associates and our business operating model relies on an integrated and seamless service to clients, regardless of which mix of resources is delivering the service. At any one time, we will have multiple Partner Organisations Associates as part of our supply chain working alongside our employed staff in delivering our services. Our supply chain is underpinned by a rigorous contractual process, which means that every Partner has either a Partner Agreement or a Framework Consultancy Agreement in place. Both of these documents have distinct obligations to comply with our Anti-Slavery and Human Trafficking

Policy. Each Partner assures that they will comply with this policy. Furthermore, we have rights of audit to enable us to ensure the policy is being rigorously enforced. Each of our Associates has an Associate Contract, which contains a copy of this policy. We also have right of audit for Associates. Our Partners and Associates are carefully selected and each of them is allocated to a Methods Advisory member of staff to maintain effective communication and assess their business performance on our work.

Process and Accreditation

As an experienced and mature service provider, all of the company services are underpinned by robust certified processes and a variety of industry and partner accreditations. All of Annodata's accreditations are built into an internal Quality Management System that defines the control systems and quality procedures used throughout the company to ensure that we provide an excellent quality service.

Our Policies On Slavery and Human Trafficking

Annodata is committed to ensuring that there is no modern slavery or human trafficking in its supply chain or in any part of our business. Annodata's Anti-Slavery Policy reflects our commitment to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective systems and controls to ensure slavery and human trafficking is not taking place anywhere within our supply chain.

Training

To ensure a high level of understanding of the risks of modern slavery and human trafficking in Annodata's supply chains and business, training is provided to staff. Partners are also required to provide training to their staff and suppliers and providers in their respective supply chain. This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes our slavery and human trafficking statement for the financial year ending 30th April 2019.