Cloverleaf Advocacy Modern Slavery Statement

Cloverleaf has a zero-tolerance policy towards modern slavery and is committed to acting ethically and with integrity to prevent it within our organisation and supply chains. We make our stance clear to our partner organisations and fully embrace our responsibility to adhere to the principles of the Modern Slavery Act 2015.

Structure

Cloverleaf is an independent charity founded in 1995. We support over 18,500 people a year across the North of England and Midlands through our advocacy, unpaid carers, and community involvement services. The people we support have a range of needs, including mental ill-health, physical and learning disabilities, and long-term health conditions. We work with them to ensure they have a real voice in the care, treatment, and support they and those they care for receive and that they are able to take control of their lives, make their own decisions and achieve their goals.

We are governed by a voluntary Board of Trustees who have a range of skills and experience, including lived experience, that helps shape our organisation and ensure we consistently deliver high-quality services within legislative frameworks and against sectors standards such as the Advocacy Quality Performance Mark (QPM).

Our CEO, Suzi Henderson, is responsible for day-to-day operations, supported by a Senior Leadership Team (SLT) who lead on key business areas, including HR, Finance, Quality & Compliance, Business Development, Marketing & Communications, and Service Delivery. Collectively, they are responsible for 325 staff and 40 volunteers.

Our Board meet quarterly with our CEO and members of SLT. The Safeguarding Sub-Group is responsible for ensuring we meet the requirements of the Modern Slavery Act 2015.

Policies/Procedures

Our policies/procedures create a comprehensive framework that ensures we meet our commitments to combatting modern slavery and human trafficking. They include:

- Procurement policies: Ensures due diligence and ongoing compliance in relation to modern slavery laws and ethnical standards are met across our supply chain.
- Safeguarding: Ensures people we support are protected from risk of harm.
- Whistleblowing: Ensures staff, volunteers, suppliers and other people with whom we work can feel confident in coming forward to report evidence of modern slavery (actual and suspected).
- Employee Code of Conduct: Clearly outlines expected behaviours or staff, including ethical labour practices and anti-bribery/corruption.
- Recruitment & Retention: Ensures we use safer recruitment practices for all roles, and that recruitment is done in ways that are fair and transparent and meet

employment legislation. All staff are paid above the national living wage and via a payroll system.

- Training & Development: Ensure staff receive training on modern slavery awareness and how to report any suspected instances (within Cloverleaf or our supply chain). **All staff receive training during induction (refreshed annually).**
- Health & Safety: Ensures safe working practices for staff and volunteers, as well as visitors to our offices, and that modern slavery is a reportable incident within our health and safety framework.
- Risk Management: Ensures modern slavery is included in our organisational risk management processes and that we can assess, identify, and mitigate risk within our organisation or supply chain.

Policies are reviewed annually, where legislation changes, or where a breach identifies a gap in procedures. Changes are made as needed.

Any breach of our policies/procedures is taken seriously. Where staff are in breach, we follow our grievance/disciplinary procedures. Where volunteers are in breach, they are no longer able to volunteer for us.

Supply Chain

Our supply chain is service-led and does not make up a significant proportion of our expenditure. It includes premise (leased offices), goods and services, e.g. printing, and professional services, e.g. IT. We also work in partnership with other providers in the delivery of services; these make up a small percentage of overall delivery.

Given the nature of our work and the services procured, we have assessed the risk of modern slavery or human trafficking as low at the present time. This will be reviewed as part of our organisational risk register (quarterly by SLT/our Board). Every supplier has a key contact with our SLT or other department head as appropriate.

Our procurement policy sets out clear guidance staff must follow when identifying organisations to work within our supply chain, **ensuring due diligence is completed before we begin working with them**. This includes (dependent on the size/nature of the work the supplier is carrying out):

- Collecting key information from/about the organisation (using an appropriate pro-forma or pre-qualification questionnaire) dependent on the size/nature of the work they will be carrying out).
- Reviewing key documents to evidence the organisations commitments to working ethnically, e.g., their own modern slavery statement, whistleblowing policy, or employee code of conduct.
- Completing a desktop review of available information, e.g., annual reports and accounts, newspaper coverage, social media.
- References from other organisations they work for/with.

All suppliers must commit to meeting their commitments. This is outlined in a Service Level Agreement (SLA) with clear processes for identifying and addressing issues

which may arise where ethical business practices or commitments in relation to modern slavery are not being met.

Quality Assurance/Performance Monitoring

As part of our Quality Assurance Framework, we complete an annual audit of policies and processes and our supply chain, helping ensure we identify and act on any risks of modern slavery and human trafficking. We have found no instances of modern slavery or human trafficking in our organisation or supply chain in the last reporting period or at any point since we began monitoring.