

Storyboard (answer plan)

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|---|-------------|-------------------|------------------------|
| Section | Install | | |
| Weighting | 10% | Page / Word Limit | 3000 characters |
| Owner | Jo Thompson | Lead Author | Jo Thompson |
| Contributors | | Reviewer | SSf/SSa |
| Evaluation Criteria | | | |
| The Question | | | |
| Please provide evidence that demonstrates a reputable third party company has assured the answers to questions submitted from 7.1 to 7.7 (Human Rights Questions) | | | |
| Defining Our Offer | | | |
| Client Drivers | | | |
| Why has the client asked us this question? What is their underlying issues/concerns? By understanding their key challenges we can produce a winning response. | | | |
| <p>7.1 Does the Bidding Entity comply to all of the following:</p> <p>Equality Act 2010</p> <p>Working Time Directive (2003/88/EC),</p> <p>National Minimum Wage Act 1998,</p> <p>Employment Rights Act 1996,</p> <p>Protection of Young People at Work Council Directive 94/33/EC,</p> <p>Trade Union & Labour Relations (Consolidation) Act 1992,</p> <p>Transfer of Undertakings (Protection of Employment) Regulations 2006,</p> <p>Pensions Act 2004,</p> <p>The Gangmasters (Licensing) Act 2004 & all applicable obligations under European Labour Law within the European Convention on Human Rights?</p> <p>7.2 In relation to the proposed Agreement, is / or will the Bidder be a Qualifying Company (Living Wage Foundation).</p> <p>A Qualifying Company is referred to as "A company who directly supplies an employee(s) or indirectly via a sub-contractor who carries out services under the Agreement involving two or more hours of work in any given day in a week, for eight or more consecutive weeks in a year on the Employers site(s)."</p> <p>A] If the requirements to be a Qualifying Company DO NOT APPLY to this Agreement, answer "Yes"</p> <p>B] If the requirements to be a Qualifying Company DO APPLY and as a bidder</p> <p>i) you currently pay the Living Wage</p> <p>ii) are implementing paying the living wage</p> | | | |

iii) agree to pay the Living Wage a maximum of 6 months after the start of the Agreement

Then answer "Yes"

C] If the requirements to be Qualifying Company DO APPLY and as a bidder YOU DO NOT intend to pay the Living Wage to relevant employees or sub-contractors during the course of the Agreement then answer "No"

7.3 Is the Bidding Entity a relevant commercial organisation as defined by the **Modern Slavery Act 2015** ("the 2015 Act"); "the transparency in supply chain provisions"?

If the Bidding Entity is a relevant commercial organisation please continue with the rest of the question.

From 29 October 2015 the Transparency in Supply Chain Provisions require businesses to publish an annual statement if they have an annual turnover above a threshold (£36 million). The statement must confirm the steps taken to ensure that slavery and human trafficking are not taking place in the business (or in any supply chain) or declare that no steps to confirm the existence of slavery or trafficking have been taken.

7.4 **Please attach your annual statement relating to the above Act.** If this evidence is not available, YWS has the right to exclude you from this process.

7.5 Has the Bidding Entity been convicted for any **breach of the Modern Slavery Act 2015?**

7.6 Does the Bidding Entity hold a **whistleblowing policy** that includes the mechanism for workers to report complaints?

7.7 Please confirm the Bidding Entity provides **training to workers, supervisors and management staff on forced labour and modern slavery?** If not, will the Bidding Entity implement training if successful in this tender?

If you are not a relevant commercial organisation as defined by the Modern Slavery Act 2015, do you:

- Prohibit use of forced, bonded, indentured or involuntary prison labour?
- Only employ individuals over the age of 16 who work voluntarily and work no longer than 60 hours per week, except in emergency or unusual conditions?
- Allow all workers to leave employment upon reasonable notice, and not require workers to hand over government-issued identification, passports or work permits as a condition of employment?
- Provide all workers with full details regarding deductions, taxes, benefits etc.

Win Themes

Which win themes could and should we emphasise in this answer? And what benefit will these provide to the client?

| Win Theme | Benefits |
|-----------|----------|
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Building Our Response

Below you should break down the answer to your response into the subsections within each section allowing for effective signposting to the client.

In each part detail your approach. It can be bullet points at this stage but should address all important technical points as well as client drivers, win themes and USPs. Proof points need to be included to back up statements.

Overall message

Our response

Morrison Water Services is absolutely committed to upholding the highest standards of human rights of all those who work for us and with us, along with the communities in which we operate and those affected by our operations.

Our approach to being a responsible business which complies with UK legislation and internationally recognised labour standards is set out in a number of our policies:

- Modern Slavery Statement
- Ethical Business Code of Conduct (**Appx 7.8.1**)
- Equality & Diversity Policy (**Appx 7.8.2**)
- Working Hours Policy (**Appx 7.8.3**)
- TUPE Policy (**Appx 7.8.4**)
- The Way We Work (**Appx 7.8.5**)

These policies are fully reviewed and audited annually by Achilles. We have been found to be fully compliant with their standards and have achieved a score of 100% for the year 2022 to 2023 for our employment practice and human rights (**Appx 7.8.6**)

The specific areas covered in the audit are:

- **Breaches of policy regarding bribery, soliciting for money, intimidation or extortion:** Potential misconduct is addressed through our Anti-bribery, Anti-corruption and Corporate Criminal Offences policy. This is signed by our Managing Director and available on the company intranet and is issued to employees through the induction phase.
- **Whistleblowing:** We have a policy in place which is available in the staff handbook upon completion of the induction process to allow employees to make a confidential complaint without recrimination.
- **Entitlement to work in the UK:** Our HR department is aware of the Assylum, Immigration and Nationality Act and request ID documentation from all new employees to assess and confirm their right to work in the UK.
- **Managing resources:** All employees are issued with a contract which clearly defines the terms of their employment including working hours. We are audited by HMRC on our rates of pay and as a minimum, regardless of age or role, (except apprentices), our pay rates reflect the National Living Wage plus 5%.

- **Slavery and Human trafficking** We are entirely committed to preventing slavery and human trafficking in our corporate activities and to ensuring that our supply chain is free from slavery and human trafficking. We have an annually reviewed statement signed by our Group Chief Executive Officer in line with the current legislation. We provide training to workers, supervisors and management staff on forced labour and modern slavery through our Train With Us platform.

We believe that everything we do should reflect our values of People - Engaging and empowering everyone to deliver and grow; Safety - Putting health, wellbeing and safety of people first; Delivery - Helping deliver our clients' business needs; Integrity - Conducting ourselves respectfully, being open and honest in all our operations. These values help us to ensure that all our people have the opportunity to develop and grow within inclusive environments.

2999 characters

Absolute key word/phrases: e.g. CDM, Every Customer Counts relating to the question

Relevant Policies, MOPs accreditations, attachments etc

Equality Act 2010 Inclusion & diversity
 Working Time Directive (2003/88/EC), Working hours policy
 National Minimum Wage Act 1998,
 Employment Rights Act 1996,
 Protection of Young People at Work Council Directive 94/33/EC, MOPS
 Trade Union & Labour Relations (Consolidation) Act 1992,
 Transfer of Undertakings (Protection of Employment) Regulations 2006, TUPE policy
 Pensions Act 2004,
 The Gangmasters (Licensing) Act 2004 & all applicable obligations under European Labour Law within the
 European Convention on Human Rights?

Linked Case Studies: Have we written about this before?

| Name/Project | Growth Team Contact | Ops Contact |
|--------------|---------------------|-------------|
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Graphics

A picture / diagram / flow chart is worth a thousand words!

Sketch any graphics needed to support the answer?

- Drop graphics in here and which subsection they apply to