

Scottish Qualifications Authority (“SQA”)

Slavery and human trafficking statement

Introduction

SQA conducts its operations in accordance with our values of being progressive, enabling and trusted. These values apply both within the organisation and in our dealings with suppliers.

SQA is a non-departmental public body and in this role it remains fully committed to working with other organisations, agencies and institutions in the Scottish family to help meet Scottish Government’s National Outcomes, strategies, policies and priorities – both at home and abroad. In the conduct of our business we aim to tackle inequalities, improve life chances for children, young people and families at risk and ensure safety from crime, disorder and danger.

We are committed to fair employment practices in line with our core values and behaviours, and all relevant labour legislation. We also support the global commitment to eliminating forced or compulsory labour and to effectively abolishing child labour.

We adopt a “zero-tolerance” approach to slavery and human trafficking. We are committed to taking all reasonably practicable steps to ensure that slavery and human trafficking is not present either in our operations, supply chains or amongst third-party representatives working on our behalf. We believe that identifying and tackling slavery and human trafficking risks is a means to achieving this aim.

We expect the same standards from all those we work with, including business partners, consultants, contractors, suppliers and third-party representatives working on our behalf. SQA is committed to working with our suppliers to ensure that slavery and human trafficking risks are identified and managed proactively.

We maintain and comply with a suite of policies and guidance relating to procurement standards and business conduct.

Structure, business and supply chains

Established in 1997, SQA is responsible for the development and management of assessment and certification of a wide range of qualifications in Scotland. SQA was established under Section 1 of the Education (Scotland) Act 1996 and has its headquarters at in Glasgow.

Based in Scotland, SQA also works across the UK and internationally with schools, colleges, universities and training organisations to develop and deliver qualifications and assessments. Around 15,000 teaching professionals and industry specialists support SQA operations annually, helping to ensure that SQA

qualifications accurately reflect learners' knowledge and skills and provide routes to jobs or further study. Our International team operates in around the world in countries such as Bahrain, China and Saudi Arabia.

SQA also awards a range of other qualifications, including customised awards to meet the needs of individual companies and organisations. In addition, SQA provides advice, support and services, such as expertise in assessment, that enable organisations to succeed in meeting a wide range of educational and workforce development challenges.

Further information about SQA can be found at: <http://www.sqa.org.uk>.

Our organisational structure is detailed at: http://www.sqa.org.uk/sqa/files_ccc/Organisation_Structure.pdf

Our supply chains include:

- Office catering and security services
- Courier services
- Professional services
- Consultants engaged to develop SQA accredited education authorities internationally

Anti-slavery and human trafficking

We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our organisation. This 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 in our supply chains.

Our commitment to anti-slavery builds upon our existing framework of ethical policies, including our Procurement Policy Incorporating Sustainability, Dispute Resolution Policy, Code of Conduct, Anti-Fraud Policy, Whistleblowing Policy, Corporate Health and Safety Policy and our Anti-Bribery Policy.

The Anti-Bribery, Corruption and Anti- Slavery incorporating Human Trafficking Policy is available to all staff and is available on SQA's external web page. This will contain guidance to our staff.

Supply chain

We identify areas of risk and ensure all those in their supply chain and contractors comply with our ethical standards. We observe the following process to identify and mitigate the risk of slavery and human trafficking being present in our supply chains:

1. identify potentially at-risk suppliers to identify key risks such as the presence of a supplier in an at-risk country, the criticality of the product to our operations and the size of the supplier;
2. communicate our zero-tolerance approach those at-risk suppliers;

3. carry out the relevant probity checks to our supply change prior to contract award to ensure compliance with all relevant regulations such as health & safety, child labour, slavery and payment of the living wage;
4. assess and, where necessary, conduct on-site audits where slavery and human trafficking compliance issues arise; and
5. ensure the contract conditions and supplier management are robust to ensure supplier's performance in respect of slavery and human trafficking compliance and to remedy any issues that arise.

Effectiveness in combating slavery and human trafficking

We use the following key performance indicators (KPIs) to measure how effective we have been to ensure that slavery and human trafficking is not taking place in any part of our business or supply chains:

- Any incidents of modern slavery and human trafficking are reported in accordance with our anti-slavery compliance procedures
- Acceptance by suppliers of SQA's supplier terms and conditions

We will continue to monitor the effectiveness of our compliance regime and take necessary steps to address any instances of slavery and human trafficking.

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 31 March 2018.



Signed:

Dr Janet Brown

Scottish Qualifications Authority

Date: