

# SME TOOLKIT

## Key Takeaways



Small and medium sized enterprises (SMEs) are a crucial part of the UK's economy, employing over 60% of those working in the private sector. All SMEs are vulnerable to modern slavery occurring in their operations whether or not they are aware of it.

STOP THE TRAFFIK and the Shiva Foundation have compiled a free toolkit to help SMEs develop appropriate precautions to prevent modern slavery from occurring in their businesses.

This document provides a brief snapshot of the full toolkit to give a flavour of what it offers. The full toolkit includes a practical risk assessment tool, advice on how to mitigate risks for direct employees and agency workers, relevant reporting mechanisms, supply chain risk management advice and a wealth of additional free resources. The information below details the key-takeaways and insights from the toolkit.

By implementing even small changes, SMEs can both reduce the risk of modern slavery occurring in their operations and win more business by demonstrating their ethical values. It is a win-win situation.

### 1. Understanding modern slavery

Modern slavery is an umbrella term encompassing slavery, human trafficking, forced labour, and domestic servitude. All incidents of modern slavery include (1) the deception or coercion of an individual (2) for the purpose of exploitation. **Vulnerable workers are those who are at risk of having their workplace entitlements denied, or who lack the capacity or means to secure them.**

It is also important to be vigilant around the signs of exploitation to spot individuals who might be being exploited (right).

### Signs of exploitation



Physical Appearance



Few or no personal possessions



Isolation and control



Reluctance to seek help



Restricted freedom of movement



Unusual travel times



A group of workers always being picked up and dropped off at work together

Download the full toolkit today

**A practical guide for SMEs on how to mitigate the risk of modern slavery in their operations.**

[www.stopthetraffic.org/sme-toolkit](http://www.stopthetraffic.org/sme-toolkit)



## 2. Mitigating risks for direct workers and agency workers

**Modern slavery can occur in your workforce without your knowledge.** While all businesses face some degree of risk, SMEs can take steps to reduce the risks of employees being directly affected by modern slavery; these include promoting the awareness of rights, encouraging reporting, conducting internal checks and committing to high ethical standards

Agency workers who work on your site temporarily but remain employed by a labour provider are also vulnerable to modern slavery. The use of employment agencies increases the risk of exploitation in your operations, especially if labour providers outsource to other labour providers.

Two principles should always be kept in mind when working with providers, **(1) labour providers should uphold the same working standards of your company, (2) If a labour provider's rates are too good to be true, they probably are.** The full toolkit provides practical tools to help manage agency risk, including how to carry out initial labour provider checks and assessments.

If your labour provider or supplier cannot demonstrate relevant policies and procedures, you should not immediately terminate the contract. Instead, it is always best to drive improvement and give providers a chance to improve modern slavery mitigation before being terminated.

## 3. Supply Chains

For some businesses, supply chains represent a serious risk for modern slavery. As an SME, you will likely have suppliers, but you will not necessarily have the same financial leverage that large companies have over them. However, there are still important steps you can take, which are fleshed out in the full toolkit.



**Key to managing supply chain risk is to:**

- (1) manage your supplier data to ensure it is complete and up to date,**
- (2) prioritise your engagement, encouraging high risk suppliers to take their own mitigation steps,**
- (3) trust your instincts - if a supplier's offerings seem too good to be true, they probably are.**

## 4. Reporting

Even if you implement best practice modern slavery mitigation, there is always a small chance you might identify a potential victim or company not meeting its legal responsibilities. In such cases, the onus is on you to report an incident to the appropriate authority, with relevant contact details below.



**If it is an emergency or someone is in immediate danger, you should call the police on 999. If there is no immediate danger, then you have several options.**

**You can contact the local police force on 101 quoting modern slavery to report your concern.**



**You can report incidents to the Gangmasters & Labour Abuse Authority (GLAA) via their website, email [intelligence@gla.gov.uk](mailto:intelligence@gla.gov.uk), or phone 0800 432 0804. The GLAA's role is to protect vulnerable and exploited workers by responding to intelligence.**



**To report a suspicion or seek advice you can contact the Modern Slavery Helpline (available 24/7). You can call them on 08000 121 700 and make a report anonymously.**

**For a practical guide for SMEs on how to mitigate the risk of modern slavery, download the full toolkit today at**

**[www.stopthetraffik.org/sme-toolkit](http://www.stopthetraffik.org/sme-toolkit)**

SME Toolkit, compiled by:

**STOP THE TRAFFIK**  
PEOPLE SHOULDN'T BE BOUGHT & SOLD



**SHIVA**  
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