



ARDENT

**HUMAN RESOURCES
ARDENT ANTI-SLAVERY POLICY**

VERSION 1.0

Document properties

Document title:	Human Resources - Ardent Anti-Slavery Policy
Document number:	12.01.23
Version:	1.0
Issue date:	December 2017
Expiry date:	
Number of pages	6
Applicable to:	All Employees of Ardent
Tags:	Code of Conduct, HR, Policy
Approved by:	Daniel Estebanez
Date:	December 2017
Reviewed by:	Dave Stam, Gerard Sirach
Date:	December 2017
Prepared by:	Daniel Estebanez
Date:	December 2017



HUMAN RESOURCE ANTI-SLAVERY POLICY

Contents

1.	PUPOSE	4
2.	SCOPE.....	4
3.	POLICY.....	4
4.	REFERENCE	5
	Annex I. REVISION HISTORY	6



HUMAN RESOURCE ANTI-SLAVERY POLICY

1. PUPOSE

- 1.1.1.1 This document establishes the standards and centralized approach relating to Ardent's anti-slavery policy and sets out the steps Ardent takes to continue to ensure that modern slavery or human trafficking is not taking place within our business or supply chain.

2. SCOPE

- 2.1.1.1 The process requirements described in this document apply to vendors, contractors, and employees of all Ardent companies throughout the world. Modern slavery encompasses slavery, servitude, human trafficking and forced labor.

3. POLICY

- 3.1.1.1 As an international company committed to delivering the highest quality of services, we work hard to ensure every direct and indirect employee is treated with dignity and respect – wherever they work. Ardent is committed to working towards the achievement of this principle throughout its operations worldwide. Ardent has a zero tolerance approach to any form of modern slavery. We are committed to acting ethically and with integrity and transparency in all business dealings and to putting effective systems and controls in place to safeguard against any form of modern slavery taking place within the business or our supply chain. The principles are guided by local labor legislation in all countries where we operate as well as internationally recognized instruments such as the Modern Slavery Act of 2015

- 3.1.1.2 Ardent operates a supplier policy and maintains a preferred supplier list. We conduct due diligence on all suppliers before allowing them to become a preferred supplier. This due diligence includes an online search to ensure that particular organization has never been convicted of offenses relating to modern slavery. Our anti-slavery policy forms part of our contract with all suppliers and they are required to confirm that no part of their business operations contradicts this policy.

- 3.1.1.3 In addition to the above, as part of our contract with suppliers, we require that they confirm to us that:
- (a) They have taken steps to eradicate modern slavery within their business
 - (b) They hold their own suppliers to account over modern slavery
 - (c) They pay their employees at least the prevailing minimum wage applicable within their country of operations
 - (d) We may terminate the contract at any time should any instances of modern slavery come to light



HUMAN RESOURCE ANTI-SLAVERY POLICY

4. REFERENCE

4.1.1.1 Applicable Policies and Procedures:

- 3.1.1.1 Ardent Code of Conduct (See also Ardent Business Code of Conduct)
- 3.1.1.5 Ardent Complaint Policy and Procedure
- 03.03.01 Supplier Network Management
- 3.1.1.9 Vendor Terms & Conditions
- 3.3.8 Ardent Record Retention Policy and Guidelines

4.1.1.2 Applicable Forms:

- 3.1.1.5.A Ardent Complaint Form



HUMAN RESOURCE ANTI-SLAVERY POLICY

Annex I. REVISION HISTORY

REVISION HISTORY			
Revision	Description of Change	Author	Effective Date
1.0	Approved	Daniel Estebanez	January 2, 2018