

Outsourced Professional Administration Limited (OPAL)

Voluntary Statement on Slavery and Human Trafficking

Introduction

Outsourced Professional Administration Limited (OPAL) is a privately owned UK business providing administration and software services to the financial services sector. OPAL is owned and controlled by individual shareholders and operates with a strong focus on ethics, compliance, and corporate social responsibility (CSR).

While not legally required under the **Modern Slavery Act 2015**, OPAL is committed to upholding the spirit of the Act. This voluntary statement outlines the steps we take to prevent modern slavery and human trafficking within our operations and supply chains.

Our Commitment

OPAL is fully committed to:

- Preventing slavery, servitude, forced labour, and human trafficking in all areas of our business and supply chains.
- Continually improving our corporate social responsibility strategy.
- Acting in a socially responsible and ethically sound manner.
- Working with our clients, partners, and suppliers to uphold high standards of integrity and human rights.

Key Actions and Policies

1. Governance and Ethics

- We ensure that all business decisions and practices are conducted in accordance with the highest legal, ethical, and professional standards.
- All employees are required to comply with internal codes of conduct and our Training & Competence Scheme supports ongoing professionalism.
- Conflicts of interest are openly declared and appropriately managed.

2. Employment Practices

- OPAL provides fair and transparent employment conditions, and regularly reviews salary benchmarking data to ensure fair pay.
- We do not tolerate any form of discrimination, and our policies promote equality, diversity, and inclusion.

- All employees have the right to work in the UK and are employed directly or via reputable recruitment firms who comply with UK employment law.

3. Supply Chain Oversight

- OPAL's suppliers are primarily UK-based, regulated businesses where modern slavery risks are low.
- We conduct due diligence on key suppliers, seeking assurance that they comply with UK legislation and maintain appropriate ethical standards.
- While we cannot always impose our own terms, we expect our suppliers to uphold equivalent standards, including where applicable, the publication of a Modern Slavery Statement.

4. Awareness and Training

- We raise awareness of modern slavery risks through internal communication and periodic reminders of our CSR commitments.
- Our Employee Handbook includes relevant policies such as Equal Opportunities, CSR, and Whistleblowing, enabling staff to report any concerns confidentially.

Human Rights and Ethical Standards

- While OPAL is not directly subject to the Human Rights Act in its business activities, we voluntarily adopt its core principles.
- We believe all individuals are entitled to basic rights such as fair wages, safe working conditions, and freedom from exploitation.
- OPAL chooses to support ethical brands and suppliers wherever possible—for example, prioritising ethical retailers like Waitrose and Marks & Spencer for employee gifts.

Modern Working Practices

- Our working model supports remote and flexible working, helping staff achieve work-life balance and reducing environmental impact.
- We recruit from a broad talent pool, including underrepresented groups, and celebrate cultural diversity within our workplace.

Continuous Improvement

We regularly review our policies and practices to ensure they remain effective and aligned with our values. As part of our environmental and CSR initiative (OPALEAF), we continue to:

- Promote sustainability across our operations.
- Encourage staff to reduce energy and waste.
- Support local charities and community engagement.

Conclusion

Although OPAL is not currently mandated to produce a slavery and human trafficking statement under the Modern Slavery Act, we take our social and ethical responsibilities seriously. We are committed to maintaining transparency, vigilance, and integrity in all aspects of our business.

This statement will be reviewed annually and updated as necessary to reflect changes in our business operations, legislation, and best practice.