

CILEX Modern Slavery Transparency Statement

CILEX is committed to the principles of the Modern Slavery Act 2015 and the abolition of modern slavery and human trafficking.

CILEX has developed this statement pursuant to section 54 (1) of the Modern Slavery Act 2015 setting out the steps that CILEX has taken to ensure that modern slavery or human trafficking are not taking place within its business or supply chain.

CILEX has a zero-tolerance approach to any form of modern slavery, including forced labour, child trafficking, debt bondage, sexual exploitation, criminal exploitation, domestic servitude, forced marriage and trafficking.

1 CILEX's Structure and Business

CILEX (Chartered Institute of Legal Executives) is the professional association for 17,000¹Chartered Legal Executive lawyers, paralegals and other legal practitioners in England and Wales. CILEX offers an alternative and more flexible route into law with qualifications dedicated towards training those in the legal profession and membership services for ongoing support and continuous development.

Listed as an approved regulator under the Legal Services Act 2007, we operate an independent arm for regulating CILEX professionals and firms.

2 Modern Slavery Policy

CILEX demonstrates its commitment to mitigating the risk of modern slavery by developing clear organisational policies to ensure that the business is conducted in an ethical and transparent manner.

The Modern Slavery Policy applies to all CILEX workers, who include (but is not limited to) Employees, Volunteers, Board Members, Committee Members, Trustees, External Consultants, Contractors, Casual Staff, Sponsored Staff, Agency Staff, Apprentices, Third-Party Representatives, Interns, Business Partners, etc.

CILEX is committed to:

- Acting ethically and with integrity in our business dealings and relationships.
- Creating and ensuring a non-discriminatory and respectful working environment for our staff. We want all our staff to feel confident that they can expose wrongdoing without any risk to themselves.
- Implementing and enforcing effective controls to ensure modern slavery is not taking place anywhere in the business or in any of our supply chains; and
- Ensuring there is transparency in our approach to tackling modern slavery in the business and in our supply chains.

¹ Approximately

3 Reporting Modern Slavery

If a CILEX employee believes or suspects any act of Modern Slavery is taking place or may occur, they should notify the line manager or the Group Safeguarding Officer² (email: privacyofficer@cilex.org.uk) or report it in accordance with the CILEX Whistleblowing Policy as soon as possible.

If a supplier suspects that an act of modern slavery is taking place within the organisation, it must report it at the earliest possible stage to the account manager or business contact within CILEX.

4 Supply Chain

CILEX procures good and services from a range of suppliers, the majority of which are based in the United Kingdom.

All contracts require suppliers and their subcontractors to abide by all applicable laws, statutes, and regulations, including the Modern Slavery Act 2015.

5 Due Diligence

CILEX ensures that all employees have access to grievance mechanisms to report incidents or suspected incidences of Modern Slavery and have processes in place for responding to a report in this regard.

CILEX also expects that its suppliers follow a similar process, and they should be able to provide an action plan highlighting gaps in their process, root causes of any incidents and corrective action they are undertaking where necessary.

CILEX also has put in place Key Performance Indicators (KPIs) relating to how we deal with modern slavery incidents.

6 Risk Management and Mitigation

Modern Slavery Risk Assessment is seen as part of our organisation's wider approach to risk management and will form part of more general risk assessments that are carried out for a variety of reasons.

Operational areas that may be of risk are detailed as follows:

- Use of employees by Sub-Contractors or suppliers to CILEX, where the supplier's processes may not be compliant.
- Employment of Sub-Consultants, Suppliers and Sub-Contractors by CILEX, where their work practices may be non-compliant.

Other Risks:

- Employees not being aware about all the forms of modern slavery or the procedures to raise a concern. In order to address this, we have a Modern Slavery Policy and Procedure in place.

² In accordance with the CILEX Safeguarding Policy or the CILEX Law School Safeguarding Policy as applicable.

CILEX monitors the performance of its supply chain and reviews the effectiveness of this process. Any concerns or incidents are reported following the process detailed in section 3 of this statement.

7 Communication and Training

CILEX expects all employees to have a general awareness to help them understand their duties and responsibilities under this Statement. To achieve this, CILEX provides annual awareness training on the Modern Slavery Act 2015 to all employees and to new starters when commencing employment. In addition to this, CILEX also requires all staff to complete training on Whistleblowing and Safeguarding.

Additionally, CILEX ensures that all employees involved in buying or procurement and the recruitment and deployment of workers receive training on modern slavery and ethical employment practices.

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