
 ANDERSEN CALEDONIA	PERSON RESPONSIBLE FOR ORIGINATING THIS DOCUMENT J. STIRLING Date: 02/05/2023	DOCUMENT CONTROL RELEASE  Sign Date 03/05/2023	5065 REV A DCO#: 23169
LSAS Control & Review Procedure			

1.0 INTRODUCTION

This policy is in place to demonstrate the Andersen Caledonia’s commitment to working with our suppliers to achieve high social and ethical standards within the business and throughout the supply chain. To ensure suppliers are committed to the LSAS and ensure reviews are undertaken regularly.

2.0 SCOPE OF POLICY

This policy applies to all Andersen Caledonia suppliers and staff.

3.0 ASSOCIATED DOCUMENTS

- 1004Y Internal Audit Procedure
- 1007V Supplier & Approval Procedure
- 1038J Risk Management Procedure
- 3015F Supplier Approval Questionnaire
- 3372C Annual Supplier Review
- 5056A Equal Ops & Diversity Policy
- 5061A LSAS Policy
- 5062A Recruitment Policy
- 5063A Modern Slavery & Trafficking Statement
- 5064A Prevention of Bullying & Harassment Policy

4.0 RELATED WEBSITES/BODIES/ACTS

- [Home | Ethical Trading Initiative \(ethicaltrade.org\)](http://ethicaltrade.org)
- [Business & Human Rights Resource Centre \(business-humanrights.org\)](http://business-humanrights.org)
- [HMRC employer bulletins - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Human Rights Act 1998 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [Equality Act 2010 \(legislation.gov.uk\)](http://legislation.gov.uk)

5.0 Supplier Contact

In accordance with the 1007 Policy, all new suppliers are subject to approval, part of this approval process will be requesting proof of certification of LSAS compliance or commitment to working in accordance with the LSAS, Human Rights & Equality Acts.

This will be initially a separate questionnaire but will be added into 3015F /3372C documents going forward.

Suppliers who refuse to complete the questionnaire or cannot demonstrate working toward min LSAS will not be given approval.

6.0 Controls & Checks

The policy and relevant policies will be subject to our internal audit process to identify any gaps or issues.

The LSAS Policy and commitment to meeting the standards will be part of the 3372C ensuring regular checks and review of both policy and suppliers.

Any issues raised by responses to the questionnaire will be actioned at the time of being raised and followed through to satisfactory resolution.

7. Review

The LSAS and any issues arising from it will be added to the AOB of the annual MRM, this will ensure all levels of management are aware of any updates or issues.

It also allows management to report of any new business developments where additional checks for LSAS may be required to the LSR

To ensure we are up to date with any additional requirements we have subscribed to newsletters regarding Human Rights, Labour and anti-corruption legislation.

8. Responsible Persons

All staff have a responsibility to report any issues/concerns they may have about labour standards. The labour standards representative for Andersen Caledonia is June Stirling (jstirling@andersencaledonia.com) and any concerns over labour standards or a non-compliance can be raised with this person, or any manager at Andersen Caledonia.

9. Policy Owner & Review

This policy is owned by the Human Resource Department and will reviewed annually and documented via the QMS.