



Viking Office UK Limited: Anti-Slavery and Human Trafficking Statement

This statement comprises the Anti-Slavery and Human Trafficking Statement of Viking Office UK Limited (formerly Office Depot International (UK) Limited) (“Viking”) for the financial year ending 31st December 2022, in accordance with the requirements of the Modern Slavery Act 2015. This statement sets out the steps Viking, as part of the Viking Europe (formerly Office Depot Europe) group of companies, has taken to ensure that slavery and human trafficking is not taking place in its supply chain or elsewhere in its business.

Corporate Structure

Viking provides office supplies, services and solutions to a wide-range of customers across the UK and, since 1 November 2021, it is part of the RAJA Group.

The RAJA Group is the European leader in the multichannel distribution of supplies and equipment for businesses. The Group is present in 19 countries and serves over two million customers, from small businesses to multinationals, in all sectors of activity. A family-owned French group created in 1954, RAJA prides itself on the high quality of its products, the expertise and proximity defining its services, and on the relationship of trust with its customers. Headquartered in Roissy near Paris, France, RAJA Group employs approximately 4,500 people and had a turnover of € 1.7 billion in 2022.

The RAJA Group has two main divisions – RAJA Packaging and RAJA Office. Viking sits within the RAJA Office division together with other Viking companies operating in Ireland, Germany, Switzerland, Austria, Belgium, and the Netherlands, as well as JPG, Mondoffice and Kalamazoo which operate from France, Italy and Spain.

Viking's head office in the UK is based in Leicester which is also the site of its distribution centre. As at 31 December 2022, Viking employed circa 340 staff in the UK.

Viking and the wider RAJA Group are committed to reviewing and continuously improving its processes for identifying and assessing modern slavery and human trafficking for the purposes of labour exploitation risks within our supply chain.

Values and Corporate Social Responsibility

Viking's core values of *Integrity, Accountability, Innovation, Teamwork* and *Respect* are set out in its *Code of Conduct* and are the foundation upon which it conducts all its business decisions and behaviours. Further, Viking's *Corporate Social Responsibility ethos is encapsulated in the three key themes of People, Sustainability and Environment*. As part of this, Viking is passionate in creating inclusive and fairly paid working environments that support the communities to which it belongs. Viking also forms part of the RAJA Group's CSR Report available at www.vikingoffice.eu/corporate-social-responsibility/

Supply Chain

Viking purchases products from suppliers across the globe. Viking expects all suppliers to comply with the *Supplier Guiding Principles*, Viking's policy that sets out its expectations of suppliers. The *Supplier Guiding Principles* specifically sets out Viking's policy on labour standards and human rights, including human trafficking and slavery, health and safety, environment, and bribery and corruption.

Viking also has a *Social Compliance Program* that allows it to assess if suppliers that provide own brand products comply with the *Supplier Guiding Principles* and Viking's values. The *Social Compliance Program's* methods of assessment are dependent on the risk level, and assessments involve independent audits and enhanced desktop reviews (including external reports reviewed).



The *Social Compliance Program* creates transparency in the assessment of Viking's own brand suppliers. A key aspect specifically looks at the working conditions of its suppliers and looks at: how hiring and termination of employees are dealt with; the remuneration of employees; the benefits available to employees; the working hours of employees; whether the employment terms meet the job expectations proposed at recruitment; whether workers are free from paying charges for recruitment and are otherwise free from debt due to recruitment or employment; whether workers maintain custody of their original identification documents; the freedom for employees to resign; whether employees have guaranteed freedom of movement during and after working hours; whether employees are able to decline overtime; and whether the supplier avoids any other abusive practices.

The *Social Compliance Program* enables Viking's Category teams to have greater confidence in ensuring its sourcing decisions only use suppliers that can ensure slavery and human trafficking does not exist within their businesses. Any instances of non-compliance of the *Social Compliance Program* are addressed on a case-by-case basis with actionable remediation plans put in place. It is Viking's policy to cease trading with any third parties that do not comply with its policies and whom are not actively participating in remediation plans.

Training and Awareness Programme

Viking requires all employees to adhere to and be trained on its *Code of Conduct*. Viking also provides enhanced training for a variety of additional business risks within the wider European compliance training programme. Anti-human trafficking awareness training forms part of this training programme.

Whistleblowing

All employees and interested stakeholders are encouraged to report any concerns relating to potential breaches of our compliance policies and programmes via an independently run confidential hotline. All reports to the hotline are investigated.

The *Whistleblowing Policy* is part of a compliance training programme for all staff and notices with the confidential freephone number are prominently displayed at Viking's sites.



Alain Josse

Director
For and on behalf of Viking Office UK Limited