

# MODERN SLAVERY ACT



## TRANSPARENCY STATEMENT

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Transcend Creative Services Private Limited maintains a long-standing commitment to respecting human rights, including the elimination of slavery and human trafficking in our business operation and supply chain. We welcome the transparency that the Modern Slavery Act encourages.

We seek to foster an environment where respect for the individual and their rights is a core value. We encourage any individual who has concerns about unethical behaviour in any part of our business or operations to speak up and to do so without fear of retaliation.

We have the right policies, processes and procedures in place. This statement illustrates how we apply our Business Principles in practice and reflects our continued public commitment to challenge and confront the use of forced, compulsory, trafficked or child labour within our own organisation or our supply chains. We expect all our people to treat each other, and those we deal with, respectfully and with dignity. We do not tolerate physical violence, threats, mental coercion, verbal abuse, disrespectful behaviour, bullying or harassment of any kind. We actively encourage our people to raise ethical and legal concerns, including any concerns about human rights issues, and we make multiple channels available for them to do so—including anonymously, where legally permitted. We also stress that we have zero tolerance for retaliation against anyone who speaks up in good faith. We investigate any potential human rights breach it becomes aware of and seeks to appropriately remedy or mitigate those breaches.

We prohibit our employees from engaging in or supporting human trafficking, forced labour and child labour in connection with our business activities, including in our supply chains. Code of conduct and business ethics applies to all our employees and it provides a framework within which our people make ethical behaviour a natural part of what we do every day—with each other, our clients and business partners, and our communities where we work and live.

### OUR SUPPLY CHAIN

We have classified our suppliers into two major categories:

- Supplier of Services: This covers freelance staffs and those who provide essential services (such as office cleaning, catering service) in our office.
- Supplier of Products: This covers our partners who supply products (such as IT hardware, software, electrical/electronic equipment, furniture, stationery etc.) to us.

Transcend Creative Services follows robust processes to assess human rights, ethical and environmental risks when sourcing suppliers. As part of our responsible supply chain efforts, we undertake the following:

- During onboarding, our suppliers are required to sign the Supplier Code of Conduct.
- We insist, in our agreements, that our suppliers comply with local laws. In addition, we have updated our standard contractual terms to include obligations on our suppliers to comply with our position regarding anti-slavery and human trafficking. We make clear our expectations of business behaviour to our suppliers upfront.
- We will also strive to ensure that slavery and human trafficking is not taking place within any of our supply chain business partners and will not tolerate such activities either within the supply chain or within our business.

The board of directors of Transcend Creative Services Private Limited has approved this statement to be signed on its behalf by Roopa J as its designated Managing Director, at its board meeting on 15th October 2020, and the information in this statement is accurate as on that date.