

# Reporting a suspected instance of Modern Slavery

Where potential indicators of modern slavery are uncovered, it is essential to take the correct and appropriate action. Ignoring or mishandling such situations allows exploitation to flourish, making it harder to detect in the future and increasing the control and threats faced by affected individuals.

**Remember** - Always call 999 when it is an emergency, such as when a crime is in progress, someone suspected of a crime is nearby, when there is danger to life or when violence is being used or threatened.

If you suspect an instance of Modern Slavery, and only if it is safe and appropriate to act, follow these steps:

- Ensure the safety and welfare of any potential victim(s)
- Contact Ganymede's HR Team to report the instance and seek advice on next steps by using the following contact details:

**Email:** [hr@rtcgroupplc.co.uk](mailto:hr@rtcgroupplc.co.uk)

**Telephone:** 01332 861816

- Alternatively, if you have any general concerns about an individual or group of individuals, you can report this directly to your Line Manager/Resource Team.

Once a report has been received Ganymede will ensure to:

- Contact the Modern Slavery Helpline on 08000 121 700 or <https://www.modernslaveryhelpline.org/report> to report a suspicion or to get advice
- Inform senior management of any suspected or confirmed modern slavery cases
- Share any updates and feedback from the external authorities with relevant individuals
- Maintain confidentiality, ensuring information remains protected and does not prejudice ongoing investigations or potential prosecutions. Disclosure will only occur when authorised by the relevant UK authorities (e.g. the Police or the Gangmasters and Labour Abuse Authority (GLAA)). Conduct an internal investigation if it is confirmed there has been an instance of Modern Slavery within our operations