

Modern Slavery Statement

Statement under section section 54(1) of the Modern Slavery Act 2015

arrangeMY (BookOTel Ltd and Integrated Business Travel Ltd t/as arrangeMY) recognises that modern slavery and human trafficking are significant global issues presenting a challenge for businesses worldwide. Although arrangeMY doesn't legally have to provide this statement, the ethical and moral responsibilities are seen as critical in the day-to-day operations and supply chain in arrangeMY, therefore the decision has been made to produce this statement to sit aside other processes and documentation regarding Modern Slavery. arrangeMY has a zero-tolerance approach to modern slavery and is committed to acting ethically in all aspects of business.

Our business and supply chains

arrangeMY is a Travel Management Company that employs 89 staff. All employees are directly employed and are not in any category which is generally seen to be vulnerable to modern slavery in this country. We encourage transparency in our supply chains; arrangeMY is committed to having an ongoing and open dialogue, with intent to obtain full validation of standards with its suppliers, and working with them to ensure robust preventative measures are in place and we will continue to seek confirmations over the course of all business commitments.

Supporting Policies

arrangeMY makes explicit the following policies reflecting its commitment to acting ethically and with integrity in all its business relationships:

Ethical Trading, Sustainable Procurement and Anti-Corruption Policy

Diversity, Equality and Inclusion (DEI) Policy

Due diligence processes for slavery and human trafficking

As part of our initiative to identify and mitigate slavery and human trafficking, we take measures to:

Mitigate the risk of slavery and human trafficking occurring in our supply chains.

Enhancing awareness and knowledge of our staff with training to assist them in identifying and understanding the risks of slavery and human trafficking.

We endeavour to continually review, monitor and assess any potential risks with suppliers.

Risk Assessment and Management

arrangeMY recognises that certain areas of the travel and accommodation supply chain may present a higher potential risk of modern slavery and human trafficking, particularly where services are delivered internationally or through extended supplier networks. This includes overseas accommodation providers, transport providers operating in different regulatory environments, and new suppliers undergoing onboarding.

To mitigate these risks, arrangeMY undertakes appropriate supplier due diligence, including supplier validation, contractual requirements to comply with the Modern Slavery Act 2015, and ongoing monitoring of supplier relationships. We work with reputable suppliers and industry

partners and expect all suppliers to operate in accordance with ethical business practices. Where any concerns are identified, arrangeMY will take appropriate action, including further investigation or discontinuation of the supplier relationship where necessary.

Supplier adherence to our values

arrangeMY has a zero-tolerance approach to slavery and human trafficking and we expect our suppliers and contractors to uphold the same values. arrangeMY will not conduct business knowingly with anyone engaged in slavery and human trafficking practices or knowingly permit them to be carried out in any part of our business. Our standard supplier terms and conditions include applicable anti-slavery provisions with the expectation that suppliers meet the high standards we adhere to.

Annual Training

To ensure a high level of understanding of the risks of modern slavery and human trafficking in our supply chains and our business, we have implemented annual training to our staff to assist them in identifying and preventing exploitation. We continue to improve our processes, benchmark our standards, and audit our approach against regulatory requirements and available guidance.

Measuring Effectiveness

arrangeMY is committed to ensuring the effectiveness of the measures in place to prevent modern slavery and human trafficking. We monitor our effectiveness through a range of internal controls and governance measures, including:

- Providing modern slavery awareness training to relevant staff on a regular basis
- Ensuring suppliers agree to contractual terms requiring compliance with anti-slavery legislation
- Undertaking supplier due diligence during onboarding and maintaining ongoing supplier oversight
- Reviewing policies and procedures regularly to ensure they remain effective and aligned with current legislation and best practice

These measures form part of arrangeMY's wider governance and ESG framework, supporting continuous improvement and ensuring transparency and accountability across our operations and supply chain.

arrangeMY is committed to continuously improving its processes to prevent modern slavery and human trafficking and will review and update this statement annually to reflect any enhancements to our governance, risk management, and supply chain oversight.

A handwritten signature in black ink, appearing to read 'S. Hutton', with a long horizontal line extending to the right.