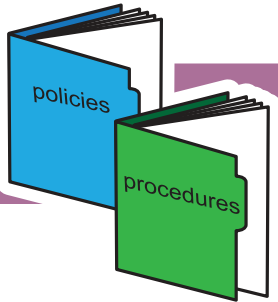


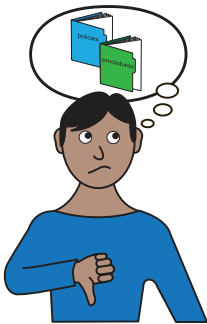


policies and procedures

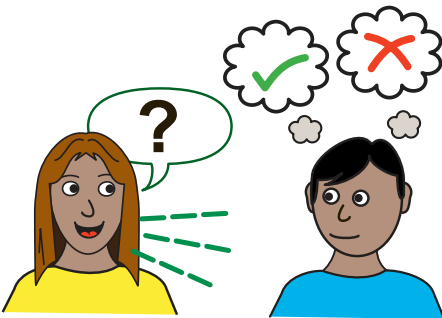


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

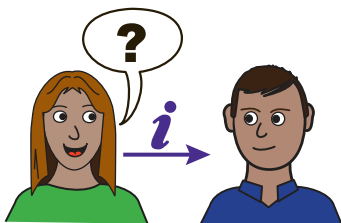


The policies and procedures also tell us what to do if something goes wrong.

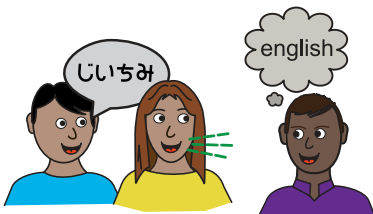


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: **0113 234 6040**
text: **07531 215 999**
email: **governance@pyramid.org.uk**

Modern Slavery and Human Trafficking Statement

Modern slavery and human trafficking are forms of exploitation.

Key terms / words	Please use the glossary of policy terms for definitions of key terms used in our policies and procedures.				
Clarifications	The term ‘worker’ is used in this policy to refer to anyone doing work for Pyramid, in any capacity, whether paid or voluntary.				
Who does this policy / procedure apply to?	Everyone.				
Related policies and procedures	Safeguarding Procedures				
Who is responsible for this document?	<p>The Operations Manager is responsible for making sure that this document is kept up-to-date with accurate information, and that it is made available to anyone who wants to read it.</p> <p>The Board of Trustees have a legal responsibility to ensure that Pyramid has appropriate policies and procedures in place.</p>				
When was this document last checked?	<p>The Trustees review all Pyramid policies and procedures on a rolling basis, and more often as required (for example, if there is a change in the law, or an incident review).</p> <p>This document was last checked by the Trustees on 04 February 2020.</p>				
Who to contact	<p>If you have a question about this policy, or need support to understand it, please contact the Operations Manager.</p> <table data-bbox="479 1627 1161 1711"> <tr> <td>Email</td> <td>Phone</td> </tr> <tr> <td>governance@pyramid.org.uk</td> <td>0113 234 6040</td> </tr> </table>	Email	Phone	governance@pyramid.org.uk	0113 234 6040
Email	Phone				
governance@pyramid.org.uk	0113 234 6040				

Modern slavery and human trafficking are forms of exploitation.

Pyramid will comply with all laws and regulations that help to protect people from modern slavery and human trafficking. These include the Modern Slavery Act 2015 and Leeds City Council's *Combating Modern Day Slavery in Leeds Strategy*.

Pyramid raises awareness by including information about modern slavery and human trafficking in its Safeguarding policies and internal training programme.

Anyone who has a concern should follow our Safeguarding Procedures.

The risk of modern slavery or human trafficking happening at Pyramid is very low. This is because:

- Only a small number of people work for us
- We don't let our workers sub-contract (get other people to do their work for them)
- All workers must agree to follow our policies and procedures
- We make sure we use suppliers that have appropriate safeguards and policies to protect people