



## **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 ("Viking") for the financial year ending 31<sup>st</sup> December 2023, in accordance with the requirements of the Modern Slavery Act 2015. This statement sets out the steps Viking, as part of the Viking 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 2023.

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 2023, Viking employed circa 380 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.

### **Corporate Social Responsibility**

Viking adopts the same focus areas for Corporate Social Responsibility as the broader RAJA Group's. These are:

- Developing our responsible purchasing approach and eco-friendly product offer
- Guaranteeing excellence in our customer relations and customer service
- Investing in our human resources, promoting quality of life and safety in the workplace
- Encouraging CSR initiatives among our partners
- Ensuring ethical and responsible business conduct
- Reducing the environmental impact of our activities.

Viking's CSR Report is available at [www.vikingoffice.eu/corporate-social-responsibility](http://www.vikingoffice.eu/corporate-social-responsibility) and the RAJA Group's CSR Report is available at [www.raja-group.com/en/our-commitments](http://www.raja-group.com/en/our-commitments).

### **Supply Chain**

Viking purchases products from suppliers across the globe. Viking expects all suppliers to comply with the RAJA Group's *Responsible Purchasing and Sustainable Development Charter* which sets out its

expectations of suppliers. The *Responsible Purchasing and Sustainable Development Charter* requires suppliers to promote and respect the International Labour Organisation (ILO) Declaration on Fundamental Principles and Rights at Work and international human rights law and to implement mechanisms to ensure compliance with the following principles:

- Elimination of forced and compulsory labour
- Abolition of Child labour
- Protection of health and safety at work
- Compliance with all applicable laws regarding wages, benefits and working hours
- Elimination of discrimination and fair treatment in the workplace
- Freedom of association and the right to collective bargaining

The *Responsible Purchasing and Sustainable Development Charter* also includes a compliance program that allows Viking to assess whether suppliers that provide own brand products comply with the Responsible Purchasing and Sustainable Development Charter and Viking's values. The 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 purchasing 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.

## **Whistleblowing**

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

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



Director  
For and on behalf of Viking Office UK Limited