[SUPPLIER ADDRESS}

[DATE]

Dear [INSERT SUPPLIER NAME OR ACCOUNT MANAGER NAME]

We have reviewed your Modern Slavery Statement as part of the contract award process for [INSERT THE NAME OF THE PROCUREMENT ACTIVITY] for which you have been awarded a place.

Section 54 of the Modern Slavery Act 2015 (MSA) requires commercial organisations, with an annual turnover of £36 million or more, to report on their efforts to identify, prevent and mitigate modern slavery in their supply chains.

The MSA has some mandatory aspects many of which not all commercial organisations are complying with.

We have identified the following areas where your statement is not compliant with the law.

[SELECT AND DELETE AS APPROPRIATE]

* Your organisation, or overall group of companies, has a turnover in the UK exceeding £36m and you have not published a statement.
* You provided us with a statement, but it is not published anywhere on your website.
* You have published a statement on your website, but it is not in a prominent location on the homepage, or as part of an obvious menu.
* The statement is out of date; it has not been published or updated within 6 months of your last financial year.
* The statement is published; but is has not been signed by someone at the most senior level of the organisation.
* The statement does not outline the steps the organisation has taken in the last financial year to prevent modern slavery in its supply chains, or its own business.

We request that you make the appropriate changes to comply with Section 54 of the Modern Slavery Act (2015) as per our requirements of the terms laid out in the [INSERT NAME OF THE PROCUREMENT ACTIVITY OR SPEND AREA].

We request that you make these changes by [INSERT DATE FOR COMPLETION/ IMPROVEMENT] or you may put at risk your position as a supplier to [INSERT YOUR INSTITUTION’S NAME HERE].

[INSERT INSTITUTION’S NAME HERE] is part of Southern Universities Purchasing Consortium, which is in turn part of the UKUPC (UK Universities Purchasing Consortia) that have produced guidance to assist you in writing a meaningful Modern Slavery statement.

<https://ukupc.ac.uk/pdf/Modern_Slavery_guidance_for_suppliers.pdf>

We do not expect you to have fully eradicated modern slavery from your supply chains, but we do expect you to recognise and own the risks.

We expect you to report on the actions you have taken this financial year, any targets you set that you did not achieve and why, and to make a meaningful plan to minimise and mitigate those risks in the next financial year.

Similarly, any equipment you use to operate your business, like computers, uniforms, pens, paper are purchased by you and therefore should be considered in your due diligence exercises. This should also extend to anyone who is part of your business but not directly employed, like office cleaners or janitors where you are able to exert a level of control.

We hope you have found this letter useful and we look forward a response from you, with the appropriate actions taken by [INSERT DATE FOR COMPLETION/ IMPROVEMENT AS BEFORE].

Many thanks and regards

[INSERT NAME]

[INSERT JOB TITLE]

[EMAIL]