

MODERN SLAVERY AND HUMAN TRAFFICKING STATEMENT

Introduction

This Modern Slavery and Human Trafficking Statement is a response to section 54 (1), Part 6 of the Modern Slavery Act 2015 and relates to the actions and activities for the financial year ending 30th November 2022.

Cymellia House Limited ('the Company', 'we', 'us' or 'our') is committed to preventing slavery and human trafficking violations in its own operations, its supply chain, and its products. We have zero-tolerance towards slavery and require our supply chain to comply with our values.

Organizational structure

Cymellia House Limited has business operations in the United Kingdom.

We operate in the book publishing sector. The nature of our supply chains is as follows:

We publish books and print them using key UK suppliers, then ship them globally to retailers, and customers who have made orders online.

For more information about the company, please visit our website: Cymellia.com.

Policies

We operate a number of internal policies to ensure that we are conducting business in an ethical and transparent manner.

These include the following:

- Recruitment and selection policy –
Our recruitment and selection policy consists of thorough checks and due diligence to ensure those we hire are not being forced or misled in any capacity.
- Staff code of conduct
Staff are advised to speak to a member of our senior leadership team regarding any concerns that they have about other employees' safety and wellbeing.
- Safeguarding policy

Our safeguarding policy is designed to protect the interests of those who may lack the mental capacity to make certain decisions for themselves. This is done through regular wellbeing checks on all employees.

We make sure that our suppliers are aware of our policies and adhere to the same standards.

Due Diligence

As part of our efforts to monitor and reduce the risk of slavery and human trafficking occurring in our supply chains, we have adopted the following due diligence procedures:

- Internal supplier audits.

Our due diligence procedures aim to:

- Identify and action potential risks in our business and supply chains.
- Monitor potential risks in our business and supply chains.
- Reduce the risk of slavery and human trafficking occurring in our business and supply chains.

Risk and compliance

The Company has evaluated the nature of its exposure to the risk of slavery and human trafficking occurring in its UK supply chain through:

- Evaluating the slavery and human trafficking risks of each new supplier.
- Creating an annual risk profile for key suppliers.
- Reviewing on a regular basis all aspects of the supply chain based on supply chain mapping.

We do not consider that we operate in a high-risk environment because the majority of our supply chain is based in the UK and in low-risk industries such as book printing.

We do not tolerate slavery and human trafficking in our supply chains. Where there is evidence of the failure to comply with our policies and procedures by any of our suppliers, we will seek to terminate our relationship with that supplier immediately.

Effectiveness

The Company uses Key Performance Indicators (KPIs) to measure its effectiveness and ensure that slavery and human trafficking is not taking place in its business and supply chains. These KPIs are as follows:

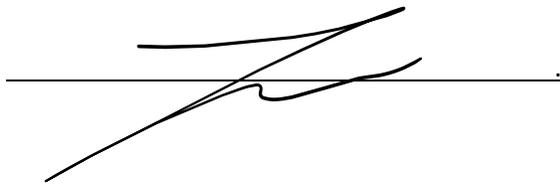
- We will contact suppliers to enquire about their modern slavery practices every 3 months.
- We will train our staff about modern slavery issues and increase awareness withing the Company.

Training our staff

The Company requires its staff to complete training and ongoing refresher courses on slavery and human trafficking. The Company's training covers:

- How to identify the signs of slavery and human trafficking.
- What initial steps should be taken if slavery or human trafficking is suspected.
- How to escalate potential slavery or human trafficking issues to the relevant parties within the Company.
- What external help is available.
- What steps the Company should take if suppliers in its supply chain do not implement anti-slavery policies in high-risk scenarios, including their removal from the Company's supply chain.

The statement was approved by the board of directors.

A handwritten signature in black ink, appearing to be 'Jordan L.P.', is written over a horizontal line. The signature is stylized and slanted upwards from left to right.

Jordan L.P., Managing Director

Cymellia House Limited

11th August 2023

Date