



## IST Management Services, Inc. Policy Against Modern Slavery Statement

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This is the Modern Slavery statement of IST Management Services (the “Company”).

### A. INTRODUCTION

IST Management Services is committed to preventing slavery, servitude, forced or compulsory labor, human trafficking, and child labor (collectively, “modern slavery”) in our business operations.

### B. ORGANIZATION STRUCTURE & BUSINESS

IST Management Services operates as a provider of Office & Facilities Management, Records & Information Management, Legal Consulting, Document Management, eDiscovery & Litigation Support, and Court Reporting Services, serving law firms, corporations, and financial institutions. The Company has over 1,600 employees and operates in the United States of America.

### D. OUR POLICIES ON MODERN SLAVERY

In light of the industry in which we operate, we consider that there is a very low risk that modern slavery and human trafficking may affect our business. Nonetheless, we are committed to ensuring that there is no modern slavery or human trafficking in any part of our business.

### E. DUE DILIGENCE PROCESSES FOR MODERN SLAVERY

As part of our initiative to identify and mitigate risk we have in place systems to:

- Identify and assess potential risk areas.
- Protect whistle blowers.

These systems receive input/oversight from several different departments in the Company, including Accounting and Human Resources.

### F . TRAINING

To ensure a high level of understanding of the risks of modern slavery and human trafficking in our business, we regularly circulate and share our Modern Slavery Statement and Policy with those internal and external to the Company where appropriate.

### G. FURTHER STEPS

In order to ensure the effectiveness of the Company's Policy Against Modern Slavery, and to ensure that there is no slavery or human trafficking in our business we intend to take the following further steps to combat slavery and human trafficking:

- Make service providers aware we promote the requirements of the legislation;
- Ensure service providers support the Company's principals as set out in the Policy Against Modern Slavery and Statement, and that they comply with all applicable legislation and regulatory requirements.

This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes our Company's Policy Against Modern Slavery statement for the financial year ending 2019.