

Responsible Recruitment Policy

This Policy is not intended to act as or replace existing operational procedures.

Unique ID:	Responsible Recruitment Policy
Version: Approved by:	INSERT NAME
Review Date:	INSERT DATE

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Policy statement and scope.

At (Insert company name) we place our workers at the heart of everything we do and looking after their welfare is our priority, and checks are embedded in our organization to enable us to follow our strategy. From application, through the interview process then following through into a candidate's work placement, our focus on making sure our workers are safe and secure is of utmost importance.

This Policy sets out our business commitment to ensure all workers within our operations and supply chains are recruited, and (if relevant) supplied, ethically and professionally and, the protections that apply to all workers throughout their application, recruitment and subsequent employment or supply.

(Insert company name) requires the same commitment of all of business partners, including:

- Labour Providers or Recruiters that we may use to help us supply labour, including those we use as 2nd tier agencies
- Labour Users / Our clients

Policy Commitments

(Insert company name) is committed to embedding the Responsible Recruitment Pillars and Standards listed below into our operations and supply chains.

Professional Pillars

- A. We have a central process to approve and audit all recruiters in our labour supply chain, expecting these to have a business structure, business model and governance compatible with operating legally, ethically and sustainably.
- B. Ethical standards of recruitment and labour supply are embedded through effective management systems.
- C. Open and transparent relationships are developed and maintained between clients and recruiters who work together strategically for mutual benefit.
- D. A worker-centric approach is taken to ensure high levels of worker job satisfaction and engagement.

We will endeavor to gather feedback from our workers and learn from our collaboration activities with our partners in our supply chain to evolve our communications with our workers to improve their experience with us.

This policy will be reviewed annually.

Ethical Standards

1. No recruitment fees or related costs are paid by workers, and where evidence of fee-charging is discovered, it is investigated, and intelligence passed onto the GLAA.
2. Job offers are clear and accurate. All workers understand both the nature of work required and the terms and conditions related to the job. A job brief detailing the job placements and a key information document is issued to all workers.
3. The collection, storage and processing of workers' personal data accords with national law and the principles of confidentiality, proportionality and necessity.
4. Workers already living in the UK are sourced and offered placements before using other avenues of recruitment.
5. No child labour is used.
6. Workers have the legal eligibility to work in the country, region and job role, and for the client, they are recruited/supplied for.
7. 'Imposters and 'hidden' workers are prevented, and any concerns found are investigated fully.
8. Agency workers are employed/engaged in a formal and lawfully recognised relationship appropriate to their working arrangements.
9. All agency workers are paid for all working time, on time, and in accordance with national law and their contract.
10. All agency workers receive the paid holiday to which they are entitled without detriment.
11. All agency workers receive contractual and statutory benefits to which they are entitled to without detriment.
12. Agency workers' employment taxes and social costs are accurately calculated and paid to the appropriate authority in a timely manner.
13. Agency workers' working time is managed and does not exceed relevant legal, ethical standards and contractual limits. All workers hours are monitored and reported weekly., with any excessive hours recorded and investigated.
14. All client's premises are assessed to ensure safe environments are in place for all workers supplied to our labour users,
15. Where applicable, transport provided for agency workers is safe and accords with relevant national laws and guidance.
16. Workers' right to freedom of association is respected during their working time with (Insert company name)
17. All workers receive fair and equal opportunity and treatment during their working time with (insert company name)
18. Workers are protected from mistreatment at work, including discrimination, harassment and bullying during their recruitment and supply.

19. Appropriate remedy is accessible to all workers during their recruitment and job placement with (insert company name)
20. Agency workers are not unreasonably restricted from taking up employment opportunities with the Labour User they are supplied to or connected party.
21. Termination of agency workers' contracts is handled responsibly, with workers receiving all outstanding pay and benefits to which they are entitled.
22. Proactive steps are taken to reduce the risk of workers being subjected to forced labour, labour trafficking or other hidden third-party labour exploitation during their recruitment and supply, with an appropriate investigation process should this be discovered at any time.

Signature Page

Senior leadership team

Date _____

Date _____

Date _____