



## HR POLICIES AND PROCEDURES

# CORPORATE SOCIAL RESPONSIBILITY POLICY

### 1.0 Introduction

The purpose of this policy is to provide a reference point to guide all our stakeholders, including our employees, on the elements that drive the conduct of our business and relationships within the environment in which we operate.

As a people-focused business, The Recruitment Co. has a corporate responsibility to all the communities we serve and operate within and demonstrates our commitment to doing so through seven underlying policies which relate to:

- Standards of business conduct
- Health and safety
- Commitment to our people
- Commitment to our customers
- Our impact on the environment
- Working in partnership with suppliers
- Our impact on our communities

### 2.0 Standards of Business Conduct

We are committed to ensuring that our business is conducted in all respects according to rigorous ethical, professional and legal standards.

As a corporate member of the Recruitment & Employment Confederation, we are bound by a code of practice which is based upon the following core values/principles:

- Respect for laws
- Respect for honesty and transparency
- Respect for work relationships
- Respect for diversity
- Respect for safety
- Respect for professional knowledge
- Respect for the certainty of engagement
- Respect for prompt and accurate payment
- Respect for ethical international recruitment
- Respect for privacy and confidentiality

By maintaining high standards of conduct against the above principles, we will



ensure our business complies with the requirements of the Employment Agencies and Business Regulations 2003 (“the Regulations”), which govern the activities of all recruitment companies within the UK.

The Regulations are monitored and enforced by the Employment Agency Standards Inspectorate (part of the Department for Business Enterprise and Regulatory Reform – previously DTI), with potential prosecutions and prohibitions for agencies that breach the Regulations.

In addition, we encourage our recruitment staff to become individual qualified members of the REC, which requires members to maintain minimum Standards of Professional Conduct.

### **3.0 Health and Safety**

Health and Safety are integral to everything we do at The Recruitment Co.

We are committed to:

- Protecting the health, safety and welfare of all of our employees and anyone else that may be affected by our activities.
- Having a well-trained and competent workforce who actively contribute to the safe execution of all services and work activities
- Our responsibilities as an employer are to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Taking a people-centred approach, focusing on positively changing behaviour and raising individual personal standards.
- Working with our supply chain and client base to achieve measurable and sustainable improvements in our health and safety performance.

Health and safety issues are given the highest priority and are reported and discussed at the Board level on a monthly basis. For further information, please refer to the Company's Health and Safety policy.

### **4.0 Commitment to Our People**

We are committed to the highest standards of employment practice and in establishing The Recruitment Co. as an ‘Employer of Choice’ for all our employees, including those we place within our client organisations.

We truly recognise that our people are our greatest asset and are, therefore,



committed to developing a culture within The Recruitment Co. that recognises, promotes and actively manages diversity (please refer to our EDI Strategy and Diversity Policy) as a means of delivering a competitive and fair employment environment, where all our people are encouraged and supported to realise their full potential.

Our EDI Strategy is a 2 year plan detailing the actions and intentions The Recruitment Co. is committing to in order to improve our workforce diversity and workplace inclusion. As part of our dedication to this journey, we have invested in a valuable partnership with the ENEI (Employers Network for Equality & Inclusion) to support us in achieving our goals.

Furthermore, The Recruitment Co. has a proven track record of commitment to high standards of employment practice in respect of our temporary workers, which is a prerequisite to obtaining the following licenses/registrations required to operate within the sectors we serve: Licensed by the Gangmasters Licensing Authority to supply staff to the agriculture, horticulture, forestry, shellfish gathering and food processing and packaging sectors

## **5.0 Commitment to our Customers**

Our business and livelihood depend upon our customers. Every employee is responsible for ensuring that any contact with our customers and the public at large reflects professionalism, efficiency and honesty. We constantly strive to provide high-quality service and good value for money.

## **6.0 Our Impact on the Environment**

Our objective is to reduce our impact on the environment, including factors contributing to climate change, through a commitment to continual improvement and to comply with environmental legislation and regulations.

As such, the Company is working towards the establishment of an Environmental Management System (EMS) that conforms to ISO 14001:2004 standards.

## **7.0 Working in Partnership with Suppliers**

We regard suppliers as our partners and work with them to help us achieve our policy aspirations in the delivery of our services. Specifically, The Recruitment Co. is committed to working with its suppliers to ensure that the welfare of workers and labour conditions within our supply chain meet or exceed recognised standards, as well as encouraging them to adopt environmentally friendly practices.



## **8.0 Our Impact on Our Communities**

We recognise that our business activities have varying direct and indirect impacts on the societies in which we operate. We endeavour to manage these in a responsible manner, believing that sound and appropriate performance in this area is linked to business success. We are committed to reviewing and continuously improving our social responsibility programme and encourage our business partners to implement corporate social responsibilities appropriate to their businesses.

Our teams throughout the UK are committed to adherence to our policies.

## **9.0 Scope**

The corporate social responsibility policy applies throughout The Recruitment Co., to all directors and employees and governs our approach to all our activities.

## **10. Responsibility**

Our CEO, Managing Directors and the Board have primary responsibility for ensuring the ongoing maintenance and implementation of this policy.

Monitoring each of the underlying policy commitments is the responsibility of all our managers, who must also ensure that policy statements are translated into appropriate actions relevant to their respective areas of responsibility.

The HR Manager is responsible for coordinating the operation of the policy and reporting on it to the CEO, Managing Director and the Board.