

Company Name:	Twenty-Four Seven Recruitment Services Ltd					
Policy Name:	Ethical Trading Policy					
Review Date:	V1 undated	V2 28/0/222				
Reviewed and authorised by:	Amanda Lillis - HR Director					

Ethical Trading Policy

SUMMARY STATEMENT

At 24-7 Recruitment Services Ltd we believe strongly in ethical principles and good stewardship. We are therefore proud to guarantee that we trade according to the following Ethical Trading Criteria:

- All employment is freely chosen
- Working conditions are safe and hygienic
- Child labour is not used
- Wages are fair and comparable to industry standard and will always meet or exceed the National Minimum Wage.
- Deductions from wages as a disciplinary measure shall not be permitted
- Working hours are not excessive.
- No discrimination is practised.
- No harsh, cruel, or degrading treatment or practices are allowed.
- No bribery, corruption, blackmailing, or bullying is permitted.
- Third Party Suppliers and buyers are both free to sell and buy from any number of other businesses. No restrictions, as a way of guaranteeing business, are allowed.
- We also ask all our suppliers to affirm in writing to us that their businesses are also built on these ethical criteria.

We have developed a full policy statement outlining how we expect our practice to develop in order to be able to offer strong guarantees to our customers that the services they receive from us have been ethically designed, managed and implemented.

OUR FULL ETHICAL TRADE POLICY STATEMENT

Policy Statement

24-7 Recruitment Services Ltd recognises that our commercial activities have potential to impact on our suppliers and our communities. As a socially responsible business our suppliers, local community and customers have a right to expect:

All workers involved in the delivery of services provided by 24-7 Recruitment Services Ltd are treated with full consideration to their basic human rights.

24-7 Recruitment Services Ltd acts in an ethical manner above and beyond basic legal requirements.

This policy sets out 24-7 Recruitment Services Ltd commitment to its suppliers and customers, setting out the measures we are taking to ensure that we are acting in an ethical manner.

24-7 Recruitment Services Ltd's Commitment to its suppliers, service providers and customers:

24-7 Recruitment Services Ltd recognises that our ethical and social performance and reputation is a part of our overall commercial success.

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Employees

24-7 Recruitment Services Ltd is committed to ensuring that our employment practices and the enforcement of corporate regulations ensure the protection of the rights of all those who work for us. In many areas we aim to operate above the minimum standards required by law to ensure our employees are safe, rewarded and valued.

Customers

24-7 Recruitment Services Ltd is committed to demonstrating its ethical and social responsibility credentials to enable customers to make informed choices about whose services they purchase.

Suppliers

24-7 Recruitment Services Ltd is committed to monitoring social standards in our supply chain, and we encourage our suppliers to operate to the same ethical standards we employ ourselves.

24-7 Recruitment Services Ltd Ethical Trading Code of Practice

This Code of Practice applies to:

- Staff directly employed by 24-7 Recruitment Services Ltd on temporary or permanent contracts.
- Staff employed or provided by contractors or employment agencies to work on 24-7 Recruitment Services Ltd premises or to undertake work for or on our behalf.

This Code of Practice ensures that:

- No forced, bonded or involuntary labour shall be used
- All employment with 24-7 Recruitment Services Ltd is freely chosen.
- Staff are free to leave 24-7 Recruitment Services Ltd after reasonable notice.
- No child labour shall be used
- There shall be no recruitment of child labour.
- Children or persons under 16 are not employed at any time, day or night.
- Working conditions are safe and hygienic.
- 24-7 Recruitment Services Ltd takes adequate measures to prevent accidents and minimize potential hazards.
- Staff receive adequate health & safety training for their role.
- Staff have unrestricted access to toilet facilities and drinking water.
- 24-7 Recruitment Services Ltd has a published Health & Safety Policy.
- Working hours and remuneration are reasonable and comparable to other companies in our sector and regular employment is provided.
- Staff pay rates are above the national legal minimum standards.
- Staff are not forced to work in excess of 48 hours per week.
- Staff are given written terms and conditions of employment that details the employment relationship between and the respective obligations of the employee and employer, rates of pay, working hours, grievance and disciplinary procedures, holiday entitlement, absence and sick pay rules and notice periods for termination of employment.

No discrimination is practised:

- There is no discrimination in pay, hiring, compensation, access to training, and promotion.
- Termination of employment or retirement on the grounds of race, nationality, religion, age, disability, marital status, sexual orientation, union membership or political affiliation.
- Opportunities for personal and career development are equally available to all employees.



No harassment, threats, abuse or intimidation shall be practised. Physical, verbal and sexual threats, abuse, harassment or intimidation is expressly prohibited and grounds for summary dismissal, if proved.

Responsibility

24-7 Recruitment Services Ltd Directors have overall responsibility for all aspects of ethical trading at work within the business.