

<b>Company Name:</b>	Twenty-Four Seven Recruitment Services Ltd					
<b>Policy Name:</b>	Human Rights Policy					
<b>Review Date:</b>	V1 10.02,22	V2 13.03.24				

## Introduction

The Company is committed to respecting human rights in our operations, supply chains and in the communities we operate and is committed to ensuring people are treated with dignity and respect.

This policy is fully supported by senior management and the Board of Directors.

## Scope

This policy applies to all Staff and Agency Workers at all levels.

## Responsibilities

The named identifiable member of management responsible for compliance with the ETI Base code (Ethical Trading Initiative) is Amanda Lillis – Human Resources Director

The HRD shall be responsible to ensure this policy is distributed and reviewed.

All Staff/Agency Workers have a responsibility to maintain a work environment that reflects respect and dignity and ensure that the details of this policy is adopted and to support all staff/Agency Workers and report any identified issues to the Quality and Compliance Department immediately.

The Company encourages our partners in our supply chains to be responsible and uphold the principles in this Policy and to adopt similar policies within their businesses.

## Commitments

The Company commits to:

1. Respect human rights.
2. Ensure employment is freely chosen.
3. Strive to adhere to the UN Guiding Principles for Business and Human Rights (UNGPR).
4. Prohibit forced labour, modern slavery, human trafficking, and child labour.
5. Provide a safe, secure, and healthy workplace with fair working hours, wages and benefits.
6. Allow freedom of association and the right to collective bargaining
7. Engage our stakeholders and local communities.

## Identifying Our Human Rights Risks And Impacts

The Company identifies, prevents, mitigates and accounts for how we address adverse human rights impacts through due diligent processes which cover our own internal operations and our supply chain.

Our Salient issues are:

- Connected to our own operations in the areas of working conditions, impacts on local communities or Indigenous peoples, and privacy (personal data and information).

- Related to our supply chain in the areas of suppliers' working conditions and impacts on local communities and environment.

### **Managing our Human Rights Risks And Impacts**

Our aim is to identify, prevent, mitigate and account for how we address adverse human rights impacts. This is an ongoing process and will be driven by intelligence and raising the awareness of human rights related issues among our staff and other stakeholders.

### **Processes and Practices**

We:

- Conduct thorough internal audits on our operations and in our supply chain.
- Partner with Suppliers carefully and engage with suppliers to ensure corrective measures are put in place to minimise adverse human rights impacts.
- Work for the right to freedom of association and collective bargaining in our supply chain.
- Encourage open stakeholder feedback through welfare meetings, interviews, surveys, questionnaires, and regular quality analyses.
- Encourage staff to report any infringing human rights without reprisal either via the Company whistleblowing policy or via the information below.
- Strive to continuously improve our policies and procedures to ensure the mitigation of adverse human rights and remedy without delay.
- Ensure our actions, assessments and findings are recorded and communicated to our stakeholders where appropriate and necessary.

### **Report A Concern**

All individuals can raise a concern confidentially without fear of reprisal by contacting 01978 664195 or [HR@24-7recruitment.net](mailto:HR@24-7recruitment.net)

### **Failure To Comply**

The Company will not tolerate processes, attitudes and behaviour that infringes this policy. Any employee/Agency Workers who is found to be in breach of this policy will be subject to the Company disciplinary procedure which may result in their dismissal on the grounds of gross misconduct without pay of notice.

### **Monitor and Review**

The HRD shall:

- Review this policy and update in line with legislative changes.
- Monitor practices through investigation, auditing, intelligence, and act and implement measures where appropriate.

- Share finding with the board of directors to ensure changes are communicated through the company and improved within the Company culture.
- Take all action necessary to ensure policy reflects practice and make continuous improvements to meet Company values and ethics.