

Grafters Recruit Ltd are committed to 100% compliance across our business.

Whilst we are audited by clients, neutral vendors and accreditation providers we also carry out our own internal audits twice a year.

The results from these audits are then used to identify areas where we believe we can improve our processes to ensure full compliance.

Audits will be carried out in the months of January and July each year where a number of candidates from each branch will have their complete file checked including but not limited to;

- Checking all paperwork within the candidate file is complete
- Right to work documents
- Proof of address
- Licence category expiry dates
- References
- Payslips

Worker Interviews will also be carried out during these audits to make sure Grafters high standards are being met and to ensure the candidate experience is positive, This will also include a payslip check.

The audit results will be relayed back to the Branch Manager by Danny Phillips. Where there is significant negligence with compliance the branch manager and/or staff will be disciplined in line with our disciplinary policy.

The results of each audit are kept on file and made available for external audits.

Planned internal audits for 2024/25;

- March/April 2024
- August 2024
- January 2025
- July 2025