

Ethical Trade Policy

As a corporate member of society, we proactively ensure our company and its staff are committed to providing recruitment services and consultancy which is ethically driven. As well as applying standards to our own business we apply them to those with whom we trade and in deciding with whom to trade.

As a company we do not knowingly engage in business with companies that do not have a similar Ethical Trading policy to ourselves. We look towards our services being used by companies who also trade by the same high standards and policies that we embrace. Grafters Recruit Ltd is committed to creating and maintaining an ethical workplace whilst actively encouraging our employees to adopt and promote similar ethics.

There is no forced, bonded or involuntary prison labour. Workers are not required to lodge "deposits" or their identity papers with Grafters Recruit Ltd and are free to leave their employment after reasonable notice. This is covered in our Modern Slavery Policy.

Our Policies

- 1.1 Grafters Recruit Ltd Managing Director (Danny Phillips) is responsible for the establishment of policies, procedures and systems that deliver legal and ethical compliance for workers supplied. Policies are reviewed annually by the board of Directors and all staff are invited to input.

Stronger Together

- 2.1 Grafters Recruit Ltd are proud to be part of the Stronger Together campaign.

Freedom of association and the right to collective bargaining are respected

- 3.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- 3.2 Grafters Recruit Ltd adopts an open attitude towards the activities of trade unions and their organisational activities.
- 3.3 Workers representatives are not discriminated against and have access to carry out their representatives duties in the workplace.

Grafters Recruit Ltd against discrimination

- 4.1 There is no discrimination in hiring, providing opportunities, compensation, access to training, promotion, termination or retirement based on race, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation. Diversity within the workforce is fully promoted.

Work conditions are safe and hygienic

- 5.1 A safe and hygienic working environment shall be provided. Grafters Recruit Ltd only collaborates with clients after a suitable risk assessment has been carried out. Adequate steps shall be taken to prevent accidents and injury occurring in the course of work, by minimising so far as reasonably practicable the causes and hazards within the work environment.
- 5.2 Workers shall receive a site induction and/or safe systems of work (SSOW) detailing site health and safety procedures.
- 5.3 Access to clean toilet facilities and to potable water and if appropriate sanitary facilities for food and storage shall be provided.
- 5.4 The company observing the code shall assign responsibility for health and safety to a senior management representative.

Child labour shall not be used

- 6.1 There shall be no recruitment of child labour
- 6.2 Due to insurance restrictions Grafters Recruit Ltd cannot engage any workers under the age of 16.

Wages are paid

- 7.1 Wages and benefits paid for a standard working week meet or exceed the national minimum wage as set by the UK government.
- 7.2 All workers shall be provided with a Key Information Document (KID), detailing information about their engagement conditions and particulars of their wages prior to their assignment.
- 7.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without expressed permission of the worker concerned. All disciplinary measures should be recorded

Working hours are not excessive

- 8.1 Working hours are required to be no more than 48 hours per week, a voluntary opt out agreement is available for those wishing to work in excess of 48 hours.
- 8.2 All overtime shall be voluntary. Overtime shall be paid as stated within the assignment details (Key Information Document).

Regular employment is provided

- 9.1 To every extent possible work performed must be on the basis of a recognised employment relationship established through national law practice.
- 9.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where this is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

No harsh or inhumane treatment is allowed

- 10.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited. The provisions of this code constitute minimum and not maximum standards, and should not be used to prevent companies from exceeding these standards.

Ethical business partners

- 11.1 It is a requirement for all those with whom Grafters Recruit Ltd do business with demonstrate that they have in place policies with respect to general business ethics, equality, diversity, non-discrimination and prevention of harassment plus health and safety.
- 11.2 All of our suppliers and service providers are required to answer questionnaires on this subject on engagement and from time to time, they are required to show they set similar criteria for their own suppliers and service providers and are audited by Grafters Recruit Ltd to ensure this is upheld. Thus the aim is to demonstrate commitment to good business ethics throughout the length of the supply chain.