

1. Statement

Grafters Recruit Ltd is determined to meet their moral, legal, ethical, and humanitarian responsibilities. This statement applies to all permanent and Temporary Workers engaged from time to time by the company. This statement recognises several elements that together constitute the principles of Ethical Trading:

- ✓ Clear and fair employment practices;
- ✓ Fair remuneration;
- ✓ Safe and hygienic working conditions;
- ✓ Freedom from harassment;
- ✓ Equal Opportunities;
- ✓ Freedom of Association;
- ✓ Environmental considerations;
- ✓ Ethical business activities

Which are applied within the company, in accordance with the particular applicable legislation. Grafters compliance team are tasked with monitoring compliance against these principles throughout the company.

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

2. Clear and fair employment practices

- ✓ Written terms of engagement exist for all employees, workers and contractors.
- ✓ Effective documented disciplinary and grievance procedures exist and are available to all employees.
- ✓ There is no forced, bonded or involuntary labour.
- ✓ Employees are not required to lodge 'deposits' or identity papers and are free to terminate their employment after reasonable notice.
- ✓ Children below school leaving age are not offered employment although, subject to the Health and Safety (Young Persons) Regulations 1997 and The Working Time Regulations 1998, employment may be offered to Young Persons.
- ✓ Employment practices shall comply with the relevant current national laws regarding employment, immigration and social security. Additional local regulations concerning working conditions, holidays, sick and other absence and other matters will be applied as relevant.

3. Fair remuneration

- ✓ Remuneration for all employees is at a rate which, at least, meets national legal standards.
- ✓ Employees are provided with written and understandable information about their pay before they enter employment and for every instance they are paid thereafter.
- ✓ Deductions from wages as a disciplinary measure do not occur and any deductions from wages have the written permission of the employee concerned before the deduction is made.

4. Safe and hygienic working conditions

- ✓ Clear Health & Safety policies exist and are available to all employees.
- ✓ The identification and mitigation of risks in the permanent workplace is managed by a dedicated Compliance Team.

5. Equal Opportunities

- ✓ Grafters actively encourage diversity in the workplace. It has a wide and varied employee base with employees from a variety of social and ethnic groups at all levels of the business.
- ✓ It is committed to provide all employees with a work environment free of discrimination related to sex, race, colour, religion, age, ethnic, or national origin, disability, or other inappropriate basis.
- ✓ Equal Opportunities policies exist, are available to all employees and are regularly monitored.

6. Freedom from harassment

- ✓ Workplace policies exist, are available to all employees and are regularly monitored. There are documented Grievance procedures in place to respond to accusations of workplace discrimination and harassment.

7. Employee Development

- ✓ All permanent employees have a performance review, which includes consideration of skills development and career prospects. Grafters require all employees to familiarise themselves and comply with company policies and information on these policies is included in induction and subsequent training programmes.

8. Freedom of Association

- ✓ Grafters adopt an open attitude towards the activities of trade unions and worker representation. Worker representatives are not discriminated against and have access to carry out their functions in the workplace.

9. Environmental considerations

- ✓ Grafters are a service based organisation, with no manufacturing facilities and limited transportation requirements. We are, however, committed to following best practices in the day-to-day conduct of our business including the use of sustainable and/or recyclable materials when available.

10. Anti-Fraud and Corruption

- ✓ Grafters is determined to maintain its reputation as a business which will not tolerate fraud, corruption or abuse of position for personal gain, wherever it may be found in any area of its activity.