

Premier Recruitment (SE) Ltd- *Ethical Trading Statement*

The Premier Recruitment (SE) Ltd plc Board is determined to meet their moral, legal, ethical and humanitarian responsibilities.

This statement applies to all permanent and flexible employees, temporary workers and contractors (Employees) and suppliers engaged from time to time by the Premier Recruitment (SE) Ltd plc or any its subsidiary companies (Premier).

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 across Premier in accordance with the particular legislation applicable in the countries within which it operates.

Clear and fair employment practices

- Written terms of engagement are provided to for all Employees.
- Written terms of business with suppliers are agreed in advance
- Effective, documented, **Disciplinary and Grievance procedures**^L are in place 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.

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.

Safe and hygienic working conditions

- Clear **Health and Safety policies**^L are in place and are available to all Employees.
- The identification and mitigation^L of risks in the permanent workplace is managed by a dedicated Health & Safety function within each business.
- This responsibility for Temporary workers is usually contractually devolved to the client who control adherence to their Safe Working Practices

Equal Opportunities

- Premier Recruitment (SE) Ltd plc actively encourages diversity in the workplace. Premier has a wide and varied employee base with Employees from a variety of social and ethnic groups at all levels of the business.
- Premier Recruitment (SE) Ltd plc 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 any other appropriate basis.

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- Premier Recruitment (SE) Ltd plc believes that, by breaking down the barriers that traditionally have restricted access to the labour market, it will encourage job opportunities for all.
- Premier works to support the communities in which it operates and to help its clients and suppliers achieve their diversity objectives.
- **Equal Opportunities policies**^L are in place, are available to all Employees and are regularly monitored.

Freedom from harassment

- **Dignity in the Workplace policies**^L are in place, are available to all Employees and are regularly monitored.
- There are documented **Grievance procedures**^L in place to respond to accusations of workplace discrimination and harassment.

Employee development

- All permanent Employees have a regular performance review, which includes consideration of skills development and career prospects.
- Wherever possible the personal development of temporary workers is encouraged through the provision of training or skill enhancing choice of assignment.
- Premier Recruitment (SE) Ltd plc requires all Employees to familiarise themselves with, and comply to, Premier policies and information on these policies is included in induction and subsequent training programmes.

Freedom of Association

- Premier Recruitment (SE) Ltd plc adopts an open attitude towards the activities of trade unions and worker representation.
- In many cases relationships with trade unions are dictated by those in the clients' workplaces.
- Worker representatives are not discriminated against and have access to carry out their functions in the workplace.

Environmental considerations

- Premier's environmental impact as a service based organisation, with no manufacturing facilities and limited transportation requirements, is minimal.
- None the less Premier is committed to following best practices in the day-to-day conduct of its business including the use of sustainable and/or recyclable materials when available.
- The potential environmental impact of the businesses is monitored with external accreditations to International Standards being applied where appropriate.

Anti-Fraud and Corruption

- Premier Recruitment (SE) Ltd plc 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.
- Premier's **Fraud, Corruption and Anti-competitive practices Policies**^C are applied across the whole Group.

Money Laundering

- Premier Recruitment (SE) Ltd plc is committed to complying with all legal and regulatory requirements designed to combat money laundering activity, the funding of terrorist or criminal activity and the reporting of actual or suspected cases in the jurisdictions in which it operates.

If you have any concerns / queries regarding this statement, please contact your Legal Department.