



Modern Slavery Statement

This statement is made as part of Recruitment Zone Ltd's (RZL) commitment to eliminating the exploitation of people under the Modern Slavery Act 2015 (the Act). It summarises how Recruitment Zone Ltd operates, the policies and processes in place to minimise the possibility of any problems, any risks we have identified and how we monitor them, and how we train our staff.

This statement is published in accordance with section 54 of the Act, and relates to the financial year 1st April 2015 to 31st March 2016. It was approved by the board of directors on the 4th October 2016

A handwritten signature in dark ink, appearing to read 'Andy Barton', is written over a horizontal line.

Andy Barton, Director

1 Our Business

RZL is a limited company operating in the recruitment sector. We provide introduction services and supply temporary workers who operate through a Personal Service Company or Umbrella Company in the Banking & Finance, Information Technology, Engineering, Oil & Gas sectors.

RZL is an independent business.

1.1 Who we work with

All of the hirers that we work with, and all of the work-seekers we provide, are known to and identified by our staff. All of the temporary workers we supply are identified by our staff. The majority of these work-seekers operate through their own limited companies but some of our work-seekers are supplied via other businesses, who facilitate providing them to the eventual hiring company ie Umbrella Companies.

The hiring companies that we work with are located in the United Kingdom and the work-seekers and workers we supply live in the United Kingdom.

1.2 Other relationships

As part of our business, we also work with the following organisations:

- sector-specific professional and regulatory bodies
- sector-specific industry bodies
- the Recruitment and Employment Confederation (www.rec.uk.com)

2.0 Our Policies

RZL has a modern slavery policy

In addition, RZL has the following policies which incorporate ethical standards for our staff

- Corporate social responsibility policy
- Anti-bribery policy
- Whistle-blowing policy

2.1 Policy development and review

RZL's policies are established by our directors and our senior leadership team based on advice from HR professionals, industry best practice and legal advice. We review our policies as needed to adapt to changes.

3.0 Our Processes for Managing Risk

In order to assess the risk of modern slavery, we use the following processes with our suppliers:

- When engaging with suppliers, we ask for evidence of their processes and policies, including commitments around modern slavery, human trafficking, forced labour, human rights, and whistle-blowing.
- We review the potential for risk at regular intervals, including the possibility of conducting spot checks.

After due consideration, we have not identified any significant risks of modern slavery, forced labour, or human trafficking in our supply chain. However, we continue to be alert to the potential for problems. Additionally, we have taken the following steps to minimise the possibility of any problems:

- We reserve the right to conduct spot-checks of the businesses who supply us, in order to investigate any complaints.
- We require the businesses we work with to address modern slavery concerns in their policies
- We collaborate with our suppliers in order to improve standards and transparency across our supply chain.
- We ensure that all of our suppliers are members of appropriate industry bodies.
- We work with our legal advisors in order to combat the risk of modern slavery and human trafficking.

Our staff are encouraged to bring any concerns they have to the attention of management.

4.0 Our Performance

As part of monitoring the performance of Recruitment Zone Ltd we track the following general key performance indicators:

- Time it takes to investigate any complaints/problems raised on the problem log which is in line with our ISO9001 standard

Based on the potential risks we have identified, we have also established the following key performance indicators, which are regularly assessed by our board of directors

- the percentage of suppliers who provide their own modern slavery statements
- the effectiveness of enforcement against suppliers who breach policies
- the amount of time spent on audits, re-audits, spot checks, and related due diligence

We carefully consider our indicators, in order to ensure that we do not put undue pressure on our suppliers that might increase the potential for risk.

5.0 Our Training

All of our staff receive training and support that is appropriate to their role. In particular all of our staff receive awareness-raising information around issues involving modern slavery and human trafficking, so that they can bring any concerns they have to the attention of management.



As part of this, our staff are encouraged to discuss any concerns that they have as they feel appropriate but we do have quarterly meeting that can address issues they raise. Training is refreshed annually and to adapt to any change in circumstances.

Revisions

Version	Details of change	Date	Approved by
10/16	First issue of policy	04/10/16	L Kwiecinska