Responsible Recruitment of Workers

Policy Statement

BE Recruitment Ltd is committed to complying with the Modern Slavery Act 2015 and taking effective measures to identify, prevent, mitigate and remedy risks of modern slavery, forced labour and human trafficking within our operations and supply chains.

This policy applies to all persons and organisations involved in recruitment or service delivery on our behalf and outlines the standards and responsibilities we expect from ourselves and all partners involved in labour sourcing and employment.

Scope

This policy applies to:

- BE Recruitment Ltd employees, managers, and directors
- Labour Providers, Recruiters, and Intermediaries (including sub-agents)
- Service Providers to workers (e.g., healthcare, visa processing, travel, accommodation, training, translation)
- Client organisations and Labour Users
- Agency workers and job applicants

We will monitor and assess conformance with these requirements across all areas of our operations and supply chain.

Our Commitments

A. Professional Pillars

BE Recruitment Ltd commits to:

- Maintaining a business model and governance structure that is legally compliant, ethical, and sustainable
- Embedding high ethical standards in recruitment and labour supply through robust management systems
- Fostering transparent and cooperative relationships with clients and labour providers
- Promoting a worker-centred approach that ensures job satisfaction and fair treatment

B. Ethical Standards

We will ensure that:

- No recruitment fees or related costs are charged to workers. Where fee-charging is discovered, reimbursement will be made.
- Job offers are clear and accurate, and workers understand their employment terms and duties.
- Data protection laws are followed when handling worker information, with confidentiality and proportionality upheld.
- Local workers have fair access to employment opportunities.
- No child labour is used under any circumstances.
- Workers meet legal eligibility requirements to work in the relevant country, job role, and for the assigned client.

- We prevent imposters and hidden workers through stringent checks and controls.
- Agency workers are engaged in lawfully recognised employment relationships and are offered consistent, fair work.
- Workers are paid for all hours worked, on time, and in accordance with their contract.
- Workers receive statutory holiday pay and benefits without detriment.
- Taxes and social contributions are paid accurately and on time.
- Working time limits are adhered to and managed ethically and legally.
- Health and safety protections are maintained across all work environments.
- Accommodation and transport provided to workers meet safety and legal standards.
- Workers' freedom of association is respected.
- Equal opportunity, non-discrimination, and protection from harassment are guaranteed during recruitment and employment.
- Capability or conduct concerns are addressed professionally and consistently.
- Workers have access to remedy mechanisms, including grievance channels.
- Workers are not unfairly restricted from pursuing direct employment opportunities with clients.
- Termination of contracts is handled fairly, with all pay and benefits settled.
- Proactive steps are taken to prevent forced labour, labour trafficking, or other hidden exploitation, and appropriate action is taken if such instances are identified.

Supplier and Partner Responsibilities

We expect all suppliers, labour providers, intermediaries, and business partners to:

- Adopt and uphold the principles outlined in this policy
- Share these commitments with their own supply chains
- Cooperate fully in audits, due diligence, and information requests
- Provide a clear point of contact for compliance and worker welfare issues

Review and Monitoring

This policy will be:

- Reviewed annually or when legislative or operational changes occur
- Monitored through compliance reporting, audits, and risk assessments
- Supported by ongoing training, awareness campaigns, and system updates

Document Control and Accountability

- Review Date: 24/08/2027
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