



GDPR Data Protection Policy



Opening Statement

This statement outlines the steps we have taken to assess our operations and supply chain and mitigate any risk of modern slavery and human trafficking. Workforce Recruitment Group's priority is to ensure that we work to prevent modern slavery and human trafficking throughout our organisation and in our supply chain. We fully support the aims of the Modern Slavery Act 2015 and associated standards such as the UN Guiding Principles on Business and Human Rights. We are committed to tackling slavery and human trafficking wherever we can.

Our Commitment

Workforce is committed to preventing Modern Slavery and Human Trafficking in our business and supply chain and to understand that Modern Slavery risk may be present. We do this by developing and operating company procedures relevant to this issue and continuing to take steps to find effective methods to eliminate slavery and human trafficking practices.

Our Business

Workforce was established in 2006 and is now one of the UK's leading specialist recruitment consultancies, winning numerous awards and accolades, both regionally and nationally. Currently we supply hard to find, highly skilled workers to the Healthcare, Hospitality, Digital and Manufacturing sectors. Our unique business model allows us to source these sought-after candidates from throughout the UK and all over the World, offering them first class employment opportunities with many of the UK's best companies.

Our Policies

Our business policies relating to Modern Slavery are published on our website at www.work-force.co.uk.

- Modern Slavery Policy
- Ethical Trading Policy
- Corporate Responsibility Statement

Our policies have been created by our Compliance Team, approved by Company Directors, and are based on advice from HR and Compliance professionals and industry best practice. We review our policies twice a year.

Managing

Risk We understand that conducting thorough practices and applying due diligence in advance of any arrangements we enter into, whether they be with candidates, clients or third-party suppliers, is critical for managing the risk of modern slavery and labour exploitation occurring within our business and/or our supply chains.

All our clients and suppliers are expected to familiarise themselves with our Modern Slavery Statement and associated policies and commitments and operate themselves in a manner which supports eliminating the exploitation of people under the Modern Slavery Act 2015 and ensuring Modern

Slavery does not occur within our supply chain. We have strict policies and procedures in place to ensure the constant monitoring of our candidates for the signs of human trafficking and labour exploitation. We carry thorough checks during our candidate's journey, starting at initial screening and interview, through candidate registration and induction and during placement.

We explain to our candidates the potential Modern Slavery risks and various literature is available to all candidates which includes contact details for the relevant authorities where they can seek help. During candidate employment, regular checks are conducted by our Compliance Team.

We regularly seek candidates' feedback through retention calls, candidate questionnaires, welfare visits and client site audits. Our staff have an introduction to company compliance standards and operating procedures at the start of their employment during their induction and training.

Everyone is explained potential areas of risk and how to spot the signs of human trafficking and forced labour and how to report any issues. We also communicate with our employees on a regular basis providing them with latest Modern Slavery news.



Training

Our people are our most valuable asset and we recognise that appropriate modern slavery and human trafficking training will increase awareness as well as mitigate risk within the business and supply chain. In addition to the policies outlined, our Compliance Team have attended training from Tackling Modern Slavery in UK Businesses and in Recruitment and we have delivered Modern Slavery Training to our all staff.

Our onboarding plan for new employees includes a dedicated session on Stronger Together/GLAA/Modern Slavery/Ethical Trading, how the key principles are to be applied within our operation and what our risk areas are. All employees are asked to commit to preventing labour exploitation by signing and agreeing to the Modern Slavery Key Principles document provided by Stronger Together.

Modern Slavery awareness is ingrained in our everyday business, internal training courses are refreshed and updated and we regularly share relevant content from various sources with our staff to keep them informed of any latest Modern Slavery issues.

Our Key Actions

Over this financial year we:

- updated our policies and internal procedures such as Modern Slavery Policy, Ethical Trading Policy, Corporate Social Responsibility, Environmental Policy, Handbooks and Equal Opportunities Policy;
- issued written communication about Modern Slavery to all our candidates;
- carried out 12 internal compliance audits analysing information like duplicate postal/email addresses, the same bank accounts and phone number to identify any risks or suspicious activities;
- issued online confidential Modern Slavery questionnaires to 837 candidates and analysed feedback for continuous improvement and carried out onsite or telephone welfare questionnaires;
- provided Modern Slavery Awareness training to all permanent employees including dedicating 10hours Modern Slavery Training as a part of onboarding new employees-carried out 20 Health and Safety Checklist audits on our clients;

Over the coming year we plan to focus on the following areas:

- achieve our performance indicators outlined in the Modern Slavery Policy;
- continue to carry out Health and Safety audits with our new clients and audit 90% of our existing clients;
- share more content regarding Modern Slavery on our social media platforms
- sharing Modern Slavery content with all employees, to keep them up-to-date and boost their awareness

This statement has been approved by the Board Directors of Workforce Recruitment Group Ltd.

Simon Hayton
Chief Executive Officer

