

Ethical Trading Policy

Act in an ethical manner and comply with statutory and legal requirements, promoting good labour and ethical standards in the supply chain of services.

Embrace the ETI Base Code in all dealing with workers and be recognised as an Ethical Leader within the industries we chose to operate.

Engagement is freely chosen

There is no forced, bonded, or involuntary labour and workers are free to leave their assignment with no notice. Workers can choose where they wish to work and leave any job for any reason.

Freedom of association and the right to collective bargaining are respected

2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.

2.2 Surecall Recruitment Services Ltd adopts an open attitude towards the activities of trade unions and their organisational activities.

2.3 Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.

2.4 Where the right to freedom of association and collective bargaining is under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

Working conditions are safe and hygienic

3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

3.2 Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.

3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

Child labour shall not be used

4.1 There shall be no recruitment of child labour.

4.2 Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child; “child” and “child labour” being defined in the appendices.

4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant standards.

National Living Wages are paid

5.1 Wages and benefits paid for a standard working week meet the National Living Wage as set by the UK Government.

5.2 All workers shall be provided with written and understandable Information about their engagement conditions in respect to wages before they enter any engagement and about the particulars of their wages for the pay period concerned each time that they are paid.

5.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

Working hours are not excessive

6.1 Working hours, including overtime, shall be in line with the Working Time Directive. These working hours will be recorded and analysed to ensure they are not excessive. Total working hours shall not exceed 60 hours per week and will not exceed 48 hours over a week over a given reference period.

6.2 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular engagement. Overtime shall be paid as stated on assignment details form for each individual site (varying), were ever possible Surecall Recruitment will encourage at premium rate

6.3 Workers Rests will comply with UK Tacho Law and Working Time Directive. Workers shall be provided with at least one day off in every seven-day period and, where required by national law, two days off in every 14-day period.

No discrimination is practised

7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Regular employment is provided

8.1 Each worker will be spoken to on a weekly basis to accurately record the days they wish to work, not work and/or rest. Surecall will strive to offer regular work to all our workers. They will be offered

variance jobs to choose from as and when they are available for work. We will manage the workers work availability to achieve the best possible worker experience.

8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or homeworking arrangements, or through apprenticeship schemes where there is no real

intent to impart skills or provide regular employment, nor shall any such obligations be avoided using fixed-term contracts of employment.

No harsh or inhumane treatment is allowed

9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited. The provisions of this code constitute minimum and not maximum standards and should not be used to prevent companies from exceeding these standards. Companies applying this code are expected to comply with national and other applicable law and, where the provisions of law and this Base Code address the same subject, to apply that provisions which affords the greater protection.

Policy Review & Application Our Ethical Policy will be reviewed annually to ensure it is in line with UK Law and ETI Base code. Our company Director Tony Elia & Androulla Elia will be responsible for effective monitoring, application & review of this policy.

Tony Elia

Company Director

Surecall Recruitment Ltd

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