

MODERN DAY SLAVERY ACT 2015

ANTI SLAVERY AND HUMAN TRAFFICKING POLICY

Policy Statement

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which deprive a person of their liberty in order to exploit them for personal or commercial gain.

Zoom Recruitment Services has a zero-tolerance approach to modern slavery and are committed to acting ethically and with integrity in all our business dealings and relationships. We have adopted and enforce effective systems and controls to ensure modern slavery is not taking place anywhere in our business. We are also committed to ensuring transparency in our business and in our approach to tackling modern slavery, which is consistent with our disclosure obligations under the Modern Slavery Act 2015.

We expect the same high standards from all our temporary agency workers, contractors, suppliers and business partners, this will be monitored through the existing supply chain management process.

This policy applies to all persons working for Zoom Recruitment Services on our behalf in any capacity, including employees at all levels, Directors, agency workers, contractors, external consultants, third-party representatives and business partners. This policy forms part of any employee's conditions of employment and we reserve the right to amend it at any time.

Responsibility

- The Managing Director holds overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all employees comply with it.
- Nominated Managers are responsible for ensuring that they read, understand and comply with this policy. If they are in any doubt, guidance is to be sought from the Managing Director.
- All managers are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be raised via the Managing Director.

Compliance

Guidance for Nominated Managers:

- The prevention, detection and reporting of modern slavery in any part of our business or supply chains should be of concern to all staff, and Managers, who are required to avoid any activity that might lead to or suggest a breach of this policy.
- You are encouraged to raise concerns about any issue or suspicion of modern slavery, encountered in any part of our business or supply chains at the earliest opportunity.
- If you believe or suspect a breach of this policy has occurred or that it may occur, you must notify any of the Managing Director without delay.



- If you are unsure about whether a particular act or incident within the company or supply chain constitutes modern slavery, you should report the incident regardless of any uncertainty you hold.
- The Company will encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.
- The Company is committed to ensuring no one suffers any detrimental treatment as a result of reporting in good faith their suspicion that modern slavery of whatever form is or maybe taking place in any part of our own business or in any of our supply chains.
- If a company employee believes that they have received inappropriate treatment after raising a concern under this policy, they should inform their line manager and if necessary resort to the Grievance Procedure detailed in the Company's Employee Handbook.

Communication and Awareness

Managers are to lead training on the implementation of this policy in conjunction with the HSEQ Manager.

Our zero-tolerance approach to modern slavery must be communicated to all agency staff, suppliers, contractors and business partners at the outset of our business relationship with them and reinforced as appropriate thereafter.

Breaches of Policy

Any employee who breaches this policy may face internal disciplinary action, which could result in dismissal for misconduct or gross misconduct. We may terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.

Audit and Review

This policy statement will be reviewed annually, in line with the financial year, updated as necessary and re-published accordingly.

