Sustainable TALENT

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Energising people. Fuelling growth.

Sector Policy

Purpose

The purpose of this policy is to define Sustainable Talent's commitment to operating responsibly and ethically within the recruitment sector. Our goal is to ensure that all recruitment and employment activities comply with relevant legislation, promote equality and reflect industry best practices. This policy sets out the standards expected of all employees and representatives when engaging with candidates, clients and stakeholders.

Scope

This policy applies to:

- All internal and external recruitment activity conducted by Sustainable Talent.
- All employees, consultants, contractors and temporary staff representing the company.
- All sectors and industries where the agency provide recruitment services.

Policy Statement

Sustainable Talent Ltd is committed to maintaining the highest levels of professionalism and integrity in all areas of recruitment. We will:

- Comply with all relevant employment and recruitment legislation, including the Employment Agencies Act, Equality Act, Data Protection (GDPR) and Health & Safety at Work Act.
- Uphold ethical recruitment principles as set out by the Recruitment & Employment Confederation (REC) and other governing bodies.
- Treat all candidates and clients with fairness, transparency and respect.
- Promote diversity, inclusion and equal opportunity in all recruitment activities.
- Protect the confidentiality and privacy of all candidate and client information.
- Ensure all placements meet legal requirements and that candidates are properly informed about job roles, pay and working conditions.

Sector Standards and Compliance

To maintain compliance within the recruitment sector, Sustainable Talent will:

- Keep up to date with changes in employment law, immigration regulations and data protection requirements.
- Conduct regular audits of recruitment and payroll practices to ensure transparency and compliance.
- Provide ongoing training to staff on compliance, diversity and ethical recruitment.
- Work only with clients and partners who share our commitment to lawful and ethical employment practices.
- Report and address any breaches of sector legislation or ethical standards promptly.

Roles and Responsibilities

- **Leadership:** Ensure compliance across all operations and maintain awareness of sector regulations.
- **Recruitment Consultants:** Follow all legal and ethical standards when sourcing, interviewing and placing candidates.
- **HR and Compliance:** Monitor adherence to this policy and provide training or guidance where needed.

- **Employees:** Familiarise themselves with this policy and uphold the company's reputation and professional standards.

Training and Awareness

All staff will receive induction and refresher training on:

- Employment law and compliance requirements.
- Data protection and confidentiality.
- Equality, diversity and inclusion in recruitment.
- Ethical conduct and communication with candidates and clients.

This ensures everyone understands both their personal responsibilities and the company's professional obligations within the sector.

Breach of Policy

Any breach of this policy may result in disciplinary action and, where applicable, reporting to regulatory authorities or professional bodies.

Review of Policy

This policy will be reviewed continually and may be updated at any time to reflect best practice, industry standards or changes in company procedures.

Statement of Commitment

Sustainable Talent Ltd is dedicated to being a trusted and ethical recruitment partner, upholding the highest standards of professionalism within the sector. We believe that by following this policy we protect our clients, our candidates, and our reputation as a responsible recruitment agency.