

Company Policy & Operating Procedure

JT/CSR - Corporate Social Responsibility Policy

Definitions

“**The Company**” or “**Job&Talent**” means Jobandtalent UK Ltd incorporating Jobandtalent Works Ltd, Single Resource Ltd, Extra Personnel Ltd and all trading subsidiaries (Extra Aviation, ep professional and Extra Drivers) and Extra Automotive Ltd.

“**Staff/Employees**” means all individuals employed by Job&Talent.

“**Workers**” means all workers engaged by Jobandtalent Works Ltd, Single Resource Ltd, Extra Personnel Ltd and Extra Personnel Automotive Ltd as detailed in their Terms of Engagement.

“**Stakeholders**” means Staff/Employees/Workers, suppliers, customers, regulators, the community and the environment

“**CSR**” means Corporate Social Responsibility

Introduction

This policy ensures that social and environmental concerns are considered in all of our business operations and that we align our activities with the expectations of our stakeholders in relation to our economic, social and environmental impact.

The Company strives to:

- Establish and act within a framework to deliver our policy.
- Embrace the principles of CSR as part of our culture and to encourage all stakeholders to make a difference for the wellbeing of others.
- Ensure our approach is both ethical and in line with our values.
- Adopt practices that enhance the working environment and enrich the lives of others.
- Provide philanthropic support to local communities and organisations.
- Involve our employees in contributing back to society by raising awareness of good causes through internal and external communications.
- Be attentive to conserving natural resources for future generations.

- Choose our supply partners in line with this policy wherever possible.
- Demonstrate that success is a balance between fiscal outcome and the impact we have upon society.
- Support a work/life balance to ensure a healthy and safe workforce.
- Ensure all Staff/Workers are treated fairly, with equal opportunity and with respect in line with our Equality and Diversity Policy.
- Eradicate exploitation in the Company and throughout the supply chain in line with our various policies

Related Documents

JT/EP - Environmental Policy

JT/FLE - Forced Labour and Ethical Policy

JT/CLR - Child Labour Remediation Policy

JT/FFPC - Fair's Fair Labour Supply Chain Payment Charter

JT/AB - Anti-Bribery and Corruption Policy

JT/EOD - Equality and Diversity Policy

JT/H&S - Health & Safety Statement

JT/2TA - 2nd Tier Approval & Management Procedure

JT/IMSE - Investigating Modern Slavery and Exploitation Procedure

JT/WP - Whistleblowing Policy

JT/MS - Modern Slavery Statement

Responsibilities

All Staff are responsible for ensuring performance of the policy. The Compliance Department is responsible for liaising with other departments to ensure all Company policies and procedures reflect our aims around CSR.

Policy

The Company is committed to the concept of CSR and has developed a robust agenda in order to ensure that, by means of delivery of this policy, we impact positively on all areas of society. We believe in passionate support for all our communities and stakeholders through a diverse engagement strategy which is designed to encourage effective social inclusion.

This process is continued throughout the supply chain for all areas of the business.

The Company welcomes assessments of our practices to evaluate how well we have integrated the principles of CSR into the business. This includes environmental aspects, labour and human rights, ethics and sustainable procurement.

The Company commits to making a real difference in 4 key areas:

- A. **In the Workplace** - by recruiting and retaining talent who consistently deliver the highest standards of service to our clients and by continually developing and nurturing their skills and experience, ensuring they are best equipped to help others. We do this by:
 - a. Using a combination of in-house and outsourced training to ensure our staff have all of the knowledge and skills they need to carry out their duties;
 - b. Offering a range of benefits to our employees, including schemes aimed to support the physical, mental and financial wellbeing of our staff;
 - c. Asking for regular feedback and suggestions from our employees and using this feedback to assess the suitability of our policies and procedures.
- B. **In the Marketplace** - through striving to be the brand leaders, setting new performance targets and exceeding customer expectations at every opportunity. We do this by:
 - a. Developing fast-paced processes, making the candidate journey as easy as possible by allowing them to sign contracts, find and apply for roles, and access their payslips easily through the JT App;
 - b. Giving full visibility about the vacancies we have open by sharing the client and job details, along with the number of vacancies left in real time;
 - c. Making sure all workers have access to information on their rights, and encouraging them to talk to us if they have any concerns.
- C. **In the Community** - by providing support to those who need our help most through a philanthropic approach to encourage a more inclusive society.
 - a. Part of our commitment to our communities is demonstrated by our robust measures to prevent and detect any cases of exploitation within our workforce, we do this by:
 - i. Asking all new starters relevant questions about how they found their job, property and a range of other issues;
 - ii. Monitoring high occupancy addresses and reporting them to local councils, alongside carrying out our own investigations as necessary;
 - iii. Giving all staff and workers easy access to information on where they can seek advice and support.
 - b. We also seek to support the wider community, outside of our workforce. In recent years, we have supported several charitable organisations, with activities such as:

- i. Regular gift collections for the men, women and children who are being helped by Black Country Womens Aid, a charity providing refuge and support to victims of abuse and exploitation;
 - ii. Volunteering at a soup kitchen, along with staff from a client in the food industry;
 - iii. Providing donations for people fleeing the conflict in Ukraine, working with people driving donations to the Polish border for those crossing into Poland;
 - iv. Food bank collections.
- D. **Environmentally** - by consciously minimising the impact we have on limited resources through considerate management and recycling wherever possible. Some examples of our practices which aim to limit our impact on the environment include:
 - a. We encourage remote working and virtual meetings where possible;
 - b. Through our app, we reduce the amount of paper used as we have a minimal amount of physical forms needed;
 - c. Involvement in projects for the betterment of the environment;
 - d. Working within ISO 14001 requirements at all times.

Training

If you require any training in relation to this policy, please contact the Compliance department.

Non-compliance

The Company takes its commitment to the policy seriously and so, in cases where the Policy and Procedure has not been adhered to, the Company may deal with such matters via the Company disciplinary procedure.

Monitor and Review

The Compliance Manager shall monitor the policy to ensure practices are adhered to and assessments are carried out and measures put in place where there are failures in the policy, its procedure and application of it.

Approval

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Approved By	Joanna Komanowska
Job Title	Compliance Manager