



<b>Company Name:</b>	City Resource Ltd (“the Company”)
<b>Policy Name:</b>	Ethical Trading Policy
<b>Date:</b>	October 2015
<b>Reviewed:</b>	January 2017 – no alts March 2018 – no alts
<b>Version:</b>	1

## **ETHICAL TRADING POLICY**

City Resource Ltd pride ourselves in taking an ethical stance in the way we manage our workforce and candidates from initial sourcing to assignment / placement.

Our legal responsibilities under the various acts and regulations are that as an employment agency / employment business we are required to comply with, form the basis for our policies and procedures and serve to reinforce what we consider to be a moral code of conduct that should be applied at all times and in every aspect of our business.

Our Ethical Trading Policy is based on the premise that we believe it is our duty as the employer to operate in our workers’ best interests at all times. City Resource Ltd policy for Ethical Trading includes, but is not limited to the following:

1. All Temporary Workers have the right to freely select or reject assignments and are not solely committed to working for City Resource Ltd.
2. No discrimination is practised whatsoever in the registration of candidates or selection for assignment and workers will be selected according to skills, suitability, experience and availability as appropriate. All workers must demonstrate the right to work in the UK – copies of all documentation is scanned and retained as electronic record.
3. Working conditions must be safe and hygienic at all times and City Resource Ltd visit all client sites with this aim. City Resource Ltd fully supports every workers right to reject / terminate an assignment due to concerns over Health & Safety and we will work with all clients to ensure all concerns are raised, addressed and resolved.
4. Working hours will be a maximum of 48 hours per week unless candidates opt out at their own discretion. Overtime will be offered if available but never mandated. Wherever possible premiums will be paid for Overtime and Unsocial hours.
5. City Resource Ltd will assess every worker’s English language skills to ensure that the level of spoken English is at a required standard both from a communication perspective and to satisfy Health & Safety requirements.
6. City Resource Ltd will not employ Children under any circumstances and will not place candidates under 18 into assignments without prior permission from the client and without having verified that all legislative requirements have been met.
7. All pay rates and salaries will be appropriate to the role being carried out and in any case will as a minimum meet the rates determined by the Government for National Minimum Wage and National Living Wage.



8. City Resource Ltd will not combine hourly pay and holiday pay, but will accrue a fixed percentage of the hourly pay on the workers behalf to be paid in line with our holiday pay policy and at the worker's discretion.
9. City Resource Ltd will never charge workers unnecessary fees for payroll services, translation services etc.
10. Temporary Workers have the right to join Trade unions and City Resource Ltd will support those who wish to pay for membership via their wages by making the necessary deductions on their behalf.
11. City Resource Ltd will never inflate fees for licences or certificates required by law to carry out work. Wherever possible, Temporary Workers will pay the relevant government departments directly for all UK licenses, permits etc. however should City Resource Ltd ever be required to pay on behalf of the Worker, any monies deducted from pay will always equal the actual monies paid by City Resource Ltd.
12. Harsh or inhumane treatment is strictly forbidden and workers who encounter verbal or physical abuse; harassment; intimidation or any form of threatening behaviour in the workplace will be given City Resource Ltd' full support to take appropriate action

Our Ethical Trading Policy is fully supported by all members of staff. City Resource Ltd are registered under the Gangmaster Licencing Act 2004. Our certificate no. is CITY0003.