

spec recruitment

Modern Slavery Policy

1. Spec Recruitment is committed to eliminating modern slavery, human trafficking, forced labour, and similar human rights abuses.
2. Spec Recruitment is committed to ensuring that its staff and any workers it supplies (directly or indirectly) are not subject to behaviour or threats that may amount to modern slavery, human trafficking, forced labour, and similar human rights abuses.
3. Spec Recruitment provides appropriate training and awareness information for all of its staff. In particular:
 - All of our staff receive awareness-raising information around issues involving modern slavery and human trafficking, so that they can bring any concerns they have to the attention of management.
4. Any staff, workers or other parties are strongly encouraged to report any concerns or suspicions that they might have to the Director.
5. Reports surrounding these issues are taken extremely seriously by Spec Recruitment who are committed to ensuring that all investigations shall be prompt and effective. If our investigations reveal any issues, we are committed to taking appropriate action, including but not limited to:
 - Working with the appropriate organisations to improve standards
 - Removing that organisation from our preferred supplier list
 - Passing details to appropriate law enforcement bodies
6. We regularly monitor our risks in this area through the use of relevant key performance indicators, including:
 - The level of modern slavery training and awareness amongst our staff
7. As part of our efforts in this area, we publish a modern slavery statement on an annual basis. This policy was adopted on 12th March 2019 after being agreed by the Director.

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Modern Slavery Policy

This statement is made as part of Spec Recruitment's commitment to eliminating the exploitation of people under the Modern Slavery Act 2015 (the Act). It summarises how Spec Recruitment operates, the policies and processes in place to minimise the possibility of any problems, any risks we have identified and how we monitor them, and how we train our staff.

This statement is published in accordance with section 54 of the Act and it was approved by The Director on 6th April 2019 (tax year 2019 to 2020).

Jackie Bounding
Managing Director

1 Our Business

Spec Recruitment is a sole trader operating in the recruitment sector. We supply permanent and temporary workers the office support sector.

Spec Recruitment is an independent business.

1.1 Who we work with?

The hiring companies that we work with are in the South West region. The workers we supply live in Bristol and surrounding areas.

1.2 Other relationships

As part of our business, we also work with the following organisations:

- The Recruitment and Employment Confederation (www.rec.uk.com)

Our Policies

Spec Recruitment has a modern slavery policy available on our website.

In addition, Spec Recruitment has the following policies which incorporate ethical standards for our staff and our suppliers.

1.3 Policy development and review

Spec Recruitment's policies are established by our director, based on advice from HR professionals and industry best practice and legal advice. We review our policies annually.

2 Our Processes for Managing Risk

In order to assess the risk of modern slavery, we use the following processes with our suppliers:

- We review the potential for risk at regular intervals, including the possibility of re-auditing a supplier or conducting spot checks.

After due consideration, we have not identified any significant risks of modern slavery, forced labour, or human trafficking in our supply chain. However, we continue to be alert to the potential for problems.

Additionally, we have taken the following steps to minimise the possibility of any problems:

- We require the businesses we work with to abide by our code of supplier conduct
- Only senior members of staff who have undergone appropriate training for assessing modern slavery risks in the supply chain are authorised to sign contracts
- We ensure that all of our suppliers are members of appropriate industry bodies and working groups
- We work with the REC in order to combat the risk of modern slavery and human trafficking.
- Our staff are encouraged to bring any concerns they have to the attention of management.

3 Our Performance

As part of monitoring the performance of Spec Recruitment, we track the following general key performance indicators:

- Qualified Candidates
- Time to Fill
- Offer Acceptance Rate
- Quality of Hire
- Cost per Hire
- Retention Rates

Based on the potential risks we have identified, we have also established the following key performance indicator, which are regularly assessed by our Director and Administrator.

- the level of modern slavery training and awareness amongst our staff

We benchmark our indicators against industry best, in order to ensure that we do not put undue pressure on our suppliers that might increase the potential for risk.

4 Our Training

All of our staff receive training and support that is appropriate to their role. In particular:

- All of our staff receive awareness-raising information around issues involving modern slavery and human trafficking, so that they can bring any concerns they have to the attention of management.

As part of this, our staff are encouraged to discuss any concerns that they have.

5 Human Rights

As recruitment specialists we are committed to respecting internationally proclaimed human rights and fair labour practices and to embedding these practices into our operations. We understand the importance of protecting and promoting fundamental principles and rights at work. Our standard practices are designed to protect these rights throughout the recruitment, selection and employment of our employees and the individuals that we place on assignment with our clients.

