

Anti-slavery & human trafficking policy and statement



Policy Statement:

It is Logan Lewis Recruitment Limited's policy to conduct all of its business in an honest, transparent, ethical way. We have a zero tolerance approach to modern slavery and human trafficking with our business, or those with whom we partner. We are committed to acting in an ethical way, with integrity in all our business dealings with our candidates and clients alike.

We are committed to ensuring there is transparency throughout our business; within our supply chain and with our recruitment partners, as well as within our supply of staff. We expect the same standards of our recruitment partners and suppliers.

Logan Lewis Recruitment has an anti-slavery and human trafficking policy, as an addendum to the corporate social responsibility policy. This, as with all our policies, is applicable to all persons working for us or on our behalf, within any capacity.

Responsibility:

- The board of directors has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and all employees of Logan Lewis Recruitment Limited comply with it.
- The administration and compliance manager is responsible for managing the day-to-day implementation of this policy, ensuring its effectiveness, internal audits and updating procedures if necessary.
- The management team is responsible for ensuring those reporting to them comply with this policy, and ensure that they are provided with sufficient and regular training.
- Our staff members undergo regular awareness training to ensure they are able to recognise the signs of slavery and human trafficking.

Compliance:

- Staff are required to ensure the policy is read, understood and complied with.
- Staff are required to notify their immediate line manager if there is a suspicion of modern slavery or human trafficking within any part of the business or supply chain. Equally, if staff believe there has been a breach of this policy, they must notify a member of the senior management team, in line with the Logan Lewis Recruitment whistle blowing policy.
- If there are any queries regarding the treatment of workers, or any actions within the supply chain, you should raise it with your immediate line manager or with the administration and compliance manager.

Communication:

Training on this policy, and the risks the business face with from modern slavery forms part of the staff induction that all employees must undergo. Refresher training is provided once every 12 months, as a minimum.

Our zero tolerance approach to modern slavery and human trafficking is communicated to all recruitment partners, business partners and suppliers.

Breach of this policy:

Any member of staff who breaches this policy will face disciplinary actions, which could result in immediate dismissal, as per our disciplinary procedure.

We reserve the right to terminate any agreement with recruitment partners, business partners or suppliers if they are found to breach this policy.

Review of this policy:

This policy will be reviewed by the board of directors every 12 months as a minimum.