



Corporate & Social Responsibility Report

2021



“Businesses today have a responsibility to the people within the communities that it operates, to be sensitive to social and environmental issues. It’s in all our interests to embrace transparency and greater accountability in these values.”

James Gibbs

OUR BUSINESS AT A GLANCE

RE Recruitment, including RE People Ltd, RE Personnel Ltd and Safehands Recruitment Ltd, is a highly professional recruitment business that offers amazing opportunities and innovative recruitment solutions across a wide variety of industries and professions.

With over 20 years of experience in assisting clients and candidates, we are here to provide the best possible recruitment experience.

As an organization, RE Recruitment is well aware of its duty to contribute to building and developing a sustainable society and is deeply committed to its Corporate & Social Responsibility program.

BEING RESPONSIBLE AT RE RECRUITMENT

Corporate & Social Responsibility (CSR) is a key driver for the way in which RE Recruitment operates. Our CSR program leads our efforts to improve our effect on the broader community and the environment, enhancing our commitment to follow the best business practices and ensuring our long-term sustainability.

We collectively believe that our small gestures can have a big impact and drive social and environmental change. Through our CSR program, we encourage and cultivate positive behaviours by developing sustainable relationships with our local communities and clients.

Ultimately, we believe that we must help our planet by adopting and effectively implementing environmentally friendly and sustainable policies and practices.



OUR EMPLOYEES

We are extremely proud of our employees, who are at the heart of our ability to continuously strive to deliver an extraordinary service and understand the important role they play in our success.

At RE, we respect our employees, encouraging their development and training. We aim to empower them and will recognise individual contributions as well as offer fair rewards. Our ultimate aim is the happiness of our employees through their worthwhile and satisfying employment in a successful business.

Our focus is to:

- Continue to encourage our employee's development and training. As a business, we recognise that our future success relies on our ability to develop and retain our people. Training and Development is an important part of RE Recruitment culture, and we ensure that our people are able to develop themselves from the moment they join the company and throughout their career with us. To help our people continuously develop and improve their skills and abilities, we work alongside Juice Recruitment, an online learning system.

We also have a dedicated onboarding and training manager who is responsible for developing and implementing a structured training and development strategy for the entire business. The training part of the company is a big contributor to our continuous growth and will expand as a separate division as we look to nurture the undeniable talent we have in the business.

- Continue to empower our employees, by rewarding and recognising them for their own progress and accomplishments, as well as the overall performance of the Group: Employee Recognition Award - EXPECT MORE!
- Create an inclusive and engaging workplace - "Have your Say" Employee Engagement Survey. In line with our commitment to continuous improvement, it is important to RE Recruitment to hear all views of those that are instrumental to the day-to-day success of the organisation. We can only make a change when we are made aware a change is required, and equally, do more when we know something works well. By utilising the employee engagement survey, we were able to identify areas for development across the organisation, enabling us to address concerns raised by employees. We not only shared the results of the survey with all, but also detailed our plans for improvement and the actions relating to this.

Expect more...

- Employees Health & Wellbeing - As the onset and spread of COVID-19 created uncertainty and anxiety, our employee's health and wellbeing remained our top priority. It is evident now more than ever that our mental health is an integral part of our overall wellbeing, and we are committed to providing tools and resources to help our people navigate through this challenging time. In addition to offering access to professional counselling services via The Employment Assistance Programme Health & Wellbeing Portal, we provide our employees with counselling and resources to support their overall wellbeing and help them and their families manage during this difficult time. We also have trained and certified Mental Health First Aiders whose job it is to provide support and assistance to employees when needed. Those who received training were provided with skills to be able to identify those colleagues that potentially need support.
- Furthermore, being aware that we are working through difficult times, and that working from home and having limitations in our offices may have an impact on our wellness, we introduced Pilates sessions to all employees and their families at the company. This enabled us to stay in touch with our colleagues and continue to engage as a community.
- Provide and strive to maintain, a clean, healthy, and safe working environment in line with our Health and Safety policy.
- Be an equal opportunities employer, committed to developing a diverse workforce where everyone is treated fairly irrespective of race, sex, colour, nationality or national origin, class, religion, age, disability, marital status, sexual orientation or gender identification, political opinion, or any other status protected by applicable law.



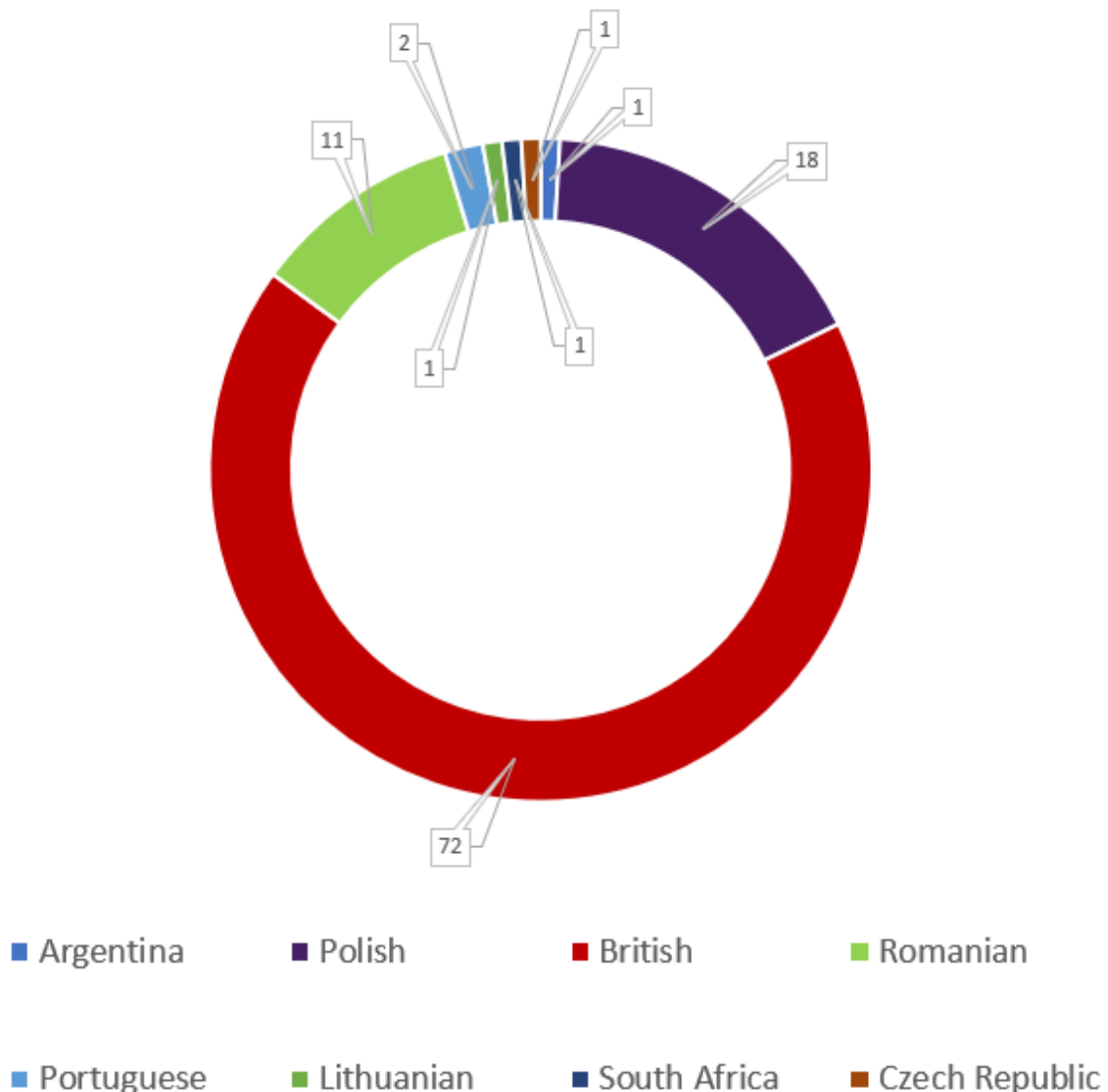
DIVERSITY & INCLUSION

Minimum standards are imposed by UK legislation, which covers issues such as age, disability, race, religion, gender, and sexual orientation. Nevertheless, a successful Equality, diversity, and Inclusion strategy, on the other hand, goes beyond legal compliance and seeks to add value to an organisation by improving employee engagement and well-being.

It's fundamental that we embrace the diversity of ideas and perspectives that an inclusive workforce delivers. Our aim is to foster a culture where employees can be themselves at work, so they can provide value to the company while also feeling valued.

RE Recruitment's strong, diverse culture is a direct result of the 8 nationalities that comprise our workforce. The diversity of our people's backgrounds enables them to bring different perspectives to the table, which in turn allow us to give our clients the best of our thinking and the highest quality in everything we do.

Additionally, due of our workplace flexibility, we have been able to recruit and hire from a wide range of locations, giving us access to a larger and more diversified pool of talent.



THE ENVIRONMENT AND...

RE Recruitment acknowledges the reality of climate change and the growing risks that our society faces if we do not play our role in mitigating our impact on the environment.

This year, the Green Teams has been initiated, with monthly steering meetings. This consist of a group of employees who are actively engaged in kick-starting a Green Company Culture. This is done by finding creative solutions to environmental problems in our workplace. As a company, we want to limit any potential damage and make a positive impact on the environment.

The Environmental Policy underlines one of our primary goals, which is to assess the environmental impact of all past, current, and likely future operations, and fully integrate environmental considerations and objectives into its business decisions.

Energy Usage:

In many of our branches, we use motion sensor lights which switch off after a short period of inactivity to reduce unnecessary electricity consumption.

Reducing Plastic Consumption:

We acknowledge the rising problem that single-use plastics create for society, so we have rolled out several initiatives including Plastic Free Day Challenge, removing plastic cups from our offices and replacing them with glasses and reduce the use of plastic for our marketing materials.

Additionally, we now have direct feed water coolers in most of our offices, which means that we are reducing the quantity of plastic water bottles purchased.

Reducing Paper Consumption:

Across our branches, we use paper that is sourced from sustainably managed forest sources. Our printers are defaulted to 2-sided printing to reduce paper consumption and we introduced paper-free invoicing and payroll systems, which will save 189,600 sheets of paper per annum. To further reduce paper usage, we have launched in 2020, an online application system and the staff are encouraging candidates to use it.

We will significantly reduce the amount of paperwork printed by transitioning to online application forms and using digital signing documents.



...OUR COMMITMENT TO CHANGE

Waste & Recycling:

We use signage to encourage recycling, with an ongoing focus on raising awareness and encouraging engagement.

New ways of working:

The COVID-19 pandemic has forced us to implement new ways of working. Communicating through emails and holding meetings have long been part of our everyday working lives. However, before 2020, serving the needs of our clients usually entailed a significant amount of travelling. Either by visiting our client's site or visiting different RE branches, which had a considerable environmental impact.

Naturally, the pandemic has triggered a paradigm shift in the way business is conducted, resulting in a substantial variation in travelling and communicating, from 2020 till now.

While the pandemic has forced us to reconsider our business practices, we have embraced the limitations and constraints that the pandemic has imposed, as a chance to reallocate resources and develop a new, greener, remote way of communicating with our clients. This includes holding meetings via Teams/Zoom rather than visiting branches, reducing travel between sites, and continuing with flexible working.

At RE Recruitment, we are committed to continuing to improve our business, not only to better adapt to the new reality but also to become agents of constructive and long-term change in our ever-changing world.

Transport:

At RE we have changed the company vehicle policy so that all new company cars will be electric or hybrid vehicles, which will lead to approximately 40% reduction in emissions compared to a small petrol car. We also promote within the business, the Cycle to Work Scheme. The scheme has many benefits, such as Healthier Lifestyle, cost-saving on the commute to work and reducing pollution and the company's carbon footprint.

Expect more...

COMMUNITY

Giving back to our communities is an integral part of our culture, which manifests itself in the programmes we implement to help those in need.

We strive to actively engage with the communities around us and make a positive impact, whether through fundraising, community engagement, or sponsorships.

Charities

Our chosen organization to support in 2021, is FareShare, UK's longest-running food redistribution charity. However, we are involved in different fundraising activities for other local charities and communities, as Mind. We undertake annual events such as:

- "March to Marche"
- Baking Sale events
- Mental Health Week
- Charity Golf Day

All reusable IT equipment is also donated to IT Schools Africa. IT Schools Africa is a UK registered charity that provides quality education through access to e-Learning for school children in Africa whilst simultaneously in the UK.

Recruitment Juice, our online learning system, have teamed up with United World Schools on their Teach the Unreached programme. United World Schools are dedicated to improving the lives of some of the world's poorest children through education

For every 2 hours training we complete through Recruitment Juice, 1 day of schooling is donated to the campaign.

Our association with Medicash has helped us to protect a section of the rainforest, which means 46 trees saved in the Peruvian Amazon rainforest.

CLIENTS & SUPPLIERS

In all we do at RE, we strive for professionalism and integrity and our clients are at the core of our endeavours.

Every one of our clients and suppliers has expectations, and we will strive to meet those expectations with consistency, transparency, and integrity.

We have developed robust HR Policies, such as Modern Slavery and Equality and Diversity, and we are committed to work alongside our clients and suppliers who share our commitment to delivering safe and fair working environments. Therefore, we shall always operate with integrity and fairness, and continue to develop ethical policies, that will benefit not only our workplace but also our stakeholders.

FAIR OPERATING PRACTICES

Working towards a better society also entails following good business ethics. RE Recruitment understands that our involvement in the public sphere requires us to act responsibly and maintain strong relationships with other organisations.

We achieve this, by ensuring that we have measures in place, including our policies. The aim of our policies is to communicate RE Recruitment expectations to employees as well as provide clarity to the reader when dealing with accountability issues or activities that are vital to the company's success.

We have in place several company policies relating to Corporate Social Responsibility, including:

Modern Slavery Policy

RE Recruitment is opposed to the exploitation of people in any way and has a zero-tolerance approach. Our policy, which explains in detail what this means to us as a business, to each of our employees, and to everyone as members of our community, can be found on our corporate website.

We are proud to announce that we are now a Stronger Together Business Partner Advanced. This means we have successfully uploaded our evidence for all Business Partner criteria and demonstrates advanced implementation of Stronger Together's recommended good practice for tackling hidden labour exploitation.

Public Interest Disclosures Policy

A Public Interest Disclosures policy is designed to ensure that employees can raise their concerns about wrongdoing or malpractice within the company without fear of victimisation, subsequent discrimination, disadvantage, or dismissal.

It is also intended to encourage and enable them to raise serious concerns rather than ignoring a problem or 'blowing the whistle' outside.

We inform our employees about the two different ways to report any suspected wrongdoing, both internally, either by reporting to the Compliance Officer or the Managing Director.

At RE, we want to make sure that our employees are not made to feel uneasy for doing the right thing.

Expect more...

FAIR OPERATING PRACTICES CONT'D...

Anti-Bribery Policy

We commit to conducting all our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate, whilst implementing and enforcing effective systems to counter bribery.

This policy strictly prohibits bribery of any kind. Under no circumstances should any provision be made, money set aside, or accounts created for the purposes of facilitating the payment or receipt of a bribe.

Equality and Diversity Policy

RE Recruitment is dedicated to encouraging a supportive and inclusive culture amongst their workforces. It is within our best interest to promote diversity and eliminate discrimination in the workplace.

Our aim is to ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society. Each employee will be respected and valued and able to give their best as a result.



OUR COMMITMENTS FOR 2022

OUR EMPLOYEES

- Gather feedback from our employees, through “Have Your Say Survey” and virtual suggestion box and set actions accordingly.
- Communicate to our employees the performance of our business through multiple media.
- Implementation of a quarterly newsletter sent companywide.
- Development of our employees, through personal development plans and tailored training.
- Well-being — to continue to implement initiatives to support our colleagues inside and outside workplace.
- Develop an Equality, Diversity, and Inclusion strategy to ensure that we review and plan to keep the organisation focus on increasing the equality and diversity

ENVIRONMENT

- Achieving Green Mark Accreditation as part of our environmental strategy, we are committed to reducing our environmental impact.
- Green Mark is a recognised certification, which provides an internationally recognised environmental certification for companies like us that want to assure their clients and employees that we are conducting business to recognised environmental standards.
- We are currently collaborating with Green Mark to achieve Green Mark certification. We intend to have this certificate in place by 2022.
- Green Teams – In the short-term, we want to continue to engage and energize our employees around green teams’ initiatives. To achieve this, we are thinking to share ideas, new information and resources, through our company newsletters.

- Green Energy Electricity Contract - Green energy is important for the environment as it replaces the negative effects of fossil fuels with more environmentally friendly alternatives. Derived from natural resources, green energy is also often renewable and clean, meaning that they emit no or few greenhouse gases. Our biggest improvement will be shifting to Green Energy .

COMMUNITY

- We are committing to have several events throughout the year to support the local communities. We will continue to encourage our employees to become involved in their local communities and conduct fundraising events from our offices to involve employees directly.

OUR CLIENTS & SUPPLIERS

- We only conduct business with clients in accordance with our ethical principles.
- We cooperate with our clients, in a way to create value for both the business and society simultaneously.
- Suppliers Due Diligence – Now more than ever, our own principles should be mirrored in the partners we choose to collaborate with. We look forward to working with suppliers who will actively assist us achieving our sustainability goals.

FAIR OPERATING PRACTICES

- We will continue to monitor our policies, processes, and operations to ensure that we continue to act in a non-discriminatory manner and that we are exceeding human rights regulations.



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