

Ethics, Environment & Equal Opportunities

ETHICAL PURCHASING POLICY

Temps On-Line Ltd policy is to seek to purchase goods and services which are produced and delivered under conditions that do not abuse or exploit any persons or the environment.

These considerations will form part of the evaluation and selection criteria for all goods and services purchased by Temps On-Line Ltd.

PURPOSE:

- The purpose of the policy is to promote good labour and environmental standards in the supply chain of goods and services to our clients and protect Temps On-Line Ltd's reputation.

EMPLOYMENT IS FREELY CHOSEN:

- Freedom of association and the right to collective bargaining are respected.
- Workers have the right to join or form trade unions of their own choosing and to bargain collectively.

WORKING CONDITIONS ARE SAFE:

- A safe and hygienic working environment shall be provided, bearing in mind the knowledge of the industry and of any specific hazards.
- Adequate steps shall be taken to prevent accidents and injury to health occurring in the course of work by minimising the causes of hazards in the working environment.
- Workers shall receive regular and recorded health and safety training and training shall be made available for new workers.

CHILD LABOUR SHALL NOT BE USED:

- There shall be no recruitment or use of child labour.

LIVING WAGES ARE PAID:

- Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks, whichever is higher.
- Wages should always be high enough to meet basic needs and to provide some discretionary income.

WORKING HOURS ARE NOT EXCESSIVE:

- Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.

NO DISCRIMINATION IS PRACTISED:

- There is no discrimination is practised in hiring, compensation, access to training, promotion, termination or retirement based on race, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

NO INHUMNE TREATMENT IS ALLOWED:

- Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

TEMPS ON-LINE LTD EXPECTS SUPPLIERS TO:

- Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other out-workers.
- Assign responsibility for implementing the policy to a senior manager.

BOTH PARTIES WILL:

- Require the immediate cessation of serious breaches of the policy and if necessary terminate the business relationship.
- Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
- Avoid discriminating against enterprises in developing countries.
- Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
- Seek arbitration in the case of unresolved disputes.

TEMPS ON-LINE LTDs ENVIRONMENTAL POLICY

We are committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and minimises our potential impact on the environment. We will operate in compliance with all relevant environmental legislation and we will strive to use pollution prevention and environmental best practices in all we do.

We will:

- Integrate the consideration of environmental concerns and impacts into all of our decision making and activities,
- Promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner,
- Train, educate and inform our employees about environmental issues that may affect their work,
- Reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furnished products and materials where these alternatives are available, economical and suitable,
- Promote efficient use of materials and resources throughout our facility including water, electricity, raw materials and other resources, particularly those that are non-renewable,
- Avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of,
- Purchase and use environmentally responsible products accordingly,
- Where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill response programmes,
- Communicate our environmental commitment to clients, customers and the public and encourage them to support it,
- Strive to continually improve our environmental performance and minimise the social impact and damage of activities by periodically reviewing our environmental policy in light of our current and planned future activities.

TEMPS ON-LINE LTD EQUAL OPPORTUNITIES POLICY AND STATEMENT

INTRODUCTION

Equal opportunities arise internally throughout employment, recruitment, selection, training and promotion. They arise externally with regards to screening, selecting, promoting and short-listing candidates for temporary and permanent vacancies on behalf of Temps On-Line Ltd clients.

Temps On-Line Ltd is an organisation that prides itself on having core values and beliefs. Our beliefs demonstrate our equal opportunities' philosophy. Our managers always act in accordance with the Company beliefs with regards to staff and, as Temps On-Line Ltd is an employment agency; our staff mirror the same philosophy when dealing with candidates, temporary workers and clients.

Our beliefs:

- Be open in communication
- Treat other people as you would expect to be treated
- Promote a positive working environment
- Take responsibility to provide solutions
- Act in the wider interests of our business
- Embrace equal opportunities legislation.

Temps On-Line Ltd is approached from candidates all over the world and every application is dealt with in its merit and dealt with objectively.

The Equal Opportunities Commission, Disability Rights Commission and the Commission for Racial Equality issue publications on equal opportunities including codes of practice.

SEX DISCRIMINATION

Under the Sex Discrimination Act 1975, it is unlawful for employers to discriminate on grounds of sex or marriage. Temps On-Line Ltd has never discriminated and prides itself on treating all staff equally in terms of recruitment, training and promotion.

- Direct discrimination is where a woman is treated less favourably than a man or vice versa, or a married person is treated less favourably than a single person.
- Indirect discrimination is when a man or woman cannot comply with an unjustifiable requirement which on the face of it, applies equally to men and women, or to married and single people, but in practice, can only be met by a smaller proportion of one sex or by a smaller number.

RACIAL DISCRIMINATION

Under the Race Relations Act 1976, direct and indirect discrimination are unlawful on the grounds of race, colour, nationality, partnership, ethnicity or national origins.

SEXUAL HARASSMENT

Sexual harassment is unwanted sexual behaviour made verbally, physically or by gesture, which causes a worker to feel threatened or humiliated. Complaints of sexual harassment may be dealt with through Temps On-Line Ltd's grievance procedure.

MATERNITY RIGHTS

Pregnant women have the right: -

- Not to be unreasonably refused time off for antenatal care and to be paid for such absences.
- To a minimum of 26 weeks' maternity leave.
- To receive all their contractual benefits during the period of statutory maternity leave.
- Not to be dismissed because of pregnancy or childbirth.
- To be provided with a written statement of the reasons for dismissal without the need to request it.
- To be offered suitable alternative work if you are suspended on certain health and safety grounds.
- Pregnant women may qualify for an additional period of leave if they have completed one year's continuous service with the right to return after the leave.
- Statutory maternity pay will be paid for up to 26 weeks provided you have 26 weeks continuous service and earn above the lower limit for payment of National Insurance contributions.

These are rights are available to all women employees, whether married or unmarried.

DISCRIMINATION AGAINST DISABILITIES

The Disability Discrimination Act 1995 makes it unlawful for an employer to treat a disabled person less favourably, because of a reason relating to their disability when applying for or during employment without a justifiable reason. At present, these provisions apply to employers with 15 or more employees. Disability is defined under the Act as a physical or mental impairment, which has a substantial and long-term adverse affect on a person's ability to carry out normal day to day activities. Employers must also make a reasonable adjustment to

working conditions or the workplace where that would help to accommodate a particular disabled person.

AGE DISCRIMINATION

Prior to the Age Discrimination Act 2006, our sister company had supported the Government guidelines on age diversity and they did not discriminate when recruiting staff internally and actively encouraged consultants to promote non-discrimination against age amongst their clients.

Temps On-Line Ltd prides itself on being an industry leader in best practice and being able to facilitate the requirements of the client end user and the HR Department who are aware that candidates cannot be discriminated against on the basis of age. In order to comply with the Act Temps On-Line Ltd have made minor amendments to its operating practices which are:

- Removing age restrictions in any advertising medium (including paper and job-boards)
- Avoiding age-tainted vocabulary e.g. 'vibrant', 'energetic', 'junior', 'recent graduate'
- Avoid specifying number of years' experience
- Avoid requiring age-tainted qualifications e/g GCSE's/Media Studies
- Focus on detailed job specification/skills needed
- Remove date of birth from all CV's
- Date of birth remains on job application forms but is for identification and payroll purposes only
- Remove any requirement for age on internal job vacancy forms
- Avoid sending photographs to clients
- Avoid detailed employment/education chronology on CV
- Monitoring age diversity

Temps On-Line Ltd believe that with the scarcity of skills, the social changes (in 2011 the default retirement age of 65 is likely to be abolished and by 2010 40% of the workforce will be over 45) this legislation will bring about little change to Temps On-Line Ltd's operating practices.

THE HUMAN RIGHTS ACT 1998

The Human rights Act 1998, which incorporates the European Convention of Human Rights 1952 into UK domestic law, refers to the prohibition of discrimination on grounds such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

VICTIMISATION

When one person is given less favourable treatment than others in the same circumstances because it is suspected or known that that the person has:

- Made a complaint under the relevant legislation
- Give evidence or information relating to any
- Complaint, investigation, legal proceedings or appeal under the relevant legislation
- Done anything else under or any reference to the relevant legislation
- Alleged a contravention of the relevant legislation

Less favourable treatment does not amount to victimisation if the person concerned made a complaint that was false and was not made in good faith.

RECRUITMENT AND SELECTION

Internal and external advertisements (including paper media, internet advertisements, and leaflets) must not indicate an intention to unjustifiably discriminate on grounds of previously identified.

Equal opportunities are essential to our recruitment and selection process not only internally but when recruiting for our clients.

COMBINING WORK AND DOMESTIC RESPONSIBILITIES

Temps On-Line Ltd has always retained its staff and has an exceptionally high industry average of staff turnover within the industry. Temps On-Line Ltd acknowledge that efforts will be made, in line with the needs of the business, to offer where possible flexible hours, part-time working, job sharing, home working, reduced contractual hours, career breaks, special leave, carer leave and assistance with childcare.

Sympathetic consideration is also given to request for unpaid leave or to exchange UK public holidays for other religious holidays e.g. Yom Kippur, Diwali. Leave will only be refused with strong justification.

FLEXIBLE WORKING PRACTISES

The Employment Act 2002 introduced new rights for working parents. Parents of young and disabled children have the right to request a flexible working pattern, Temps On-Line Ltd have a legal duty to consider such requests seriously and to refuse them only if there are clear business reasons for doing so.

TYPES OF FLEXIBILITY

Temps On-Line Ltd addresses flexibility in a number of ways:

- Numerical flexibility – steps are taken to increase or reduced the size of the workforce in line with seasonal or other fluctuations. This may be done through measures like using part-time workers, job sharers, temporary workers, sub-contractors, employees of fixed term contracts and home workers.
- Flexibility in hours of work – hours are arranged to make maximum use of desk space, telephones, candidate registration and customer demand.
- Flexibility in pay; basic salary relates to the position held and additional payment such as bonus and commission is related to personal targets, team targets, profitability of the company and corporate goals.

BULLYING AND HARRASMENT

Temps On-Line Ltd does not condone any form of bullying or harassment whether it involves directors, managers, administration staff, candidates, temporary workers or clients. Any form of bullying or harassment should be reported to a Line Manager or the HR Manager in confidence.

- Bullying or harassment can include gender, sexual identity, and marital status. Carer responsibility, race, religious belief, political belief, colour, nationality, ethnic or national origins, age or disability, in which case equal opportunities legislation may be relevant.

WHISTLE BLOWING

We encourage staff to inform management to raise concerns about serious malpractice. This can include breaches of the law, serious misconduct, breaches of health and safety policies, equal opportunities of financial malpractice. If actions are based on good faith, there will be no detriment to the person's own position within the company.

OUR RESPONSIBILITIES AS AN EMPLOYER

We take all reasonable steps as are reasonably practical to prevent unlawful discrimination. This extends to recruitment, selection, training, promotion and dismissal policies and practices. We give:

- Overall responsibility for the policy to a senior manager
- Provide training for supervisors and other decision makers
- Make all employees, candidates and temporary workers aware of the policy
- Regularly monitor the policy

MONITORING POTENTIAL SEX DISCRIMINATION

Temps On-Line Ltd analyses the sex to the amount of pay. We can then establish whether members of one sex: -

- Fail to apply for jobs.
- Are recruited, promoted or selected for training in line with their applications
- Are concentrated in certain jobs and certain departments

MONITORING POTENTIAL RACE DISCRIMINATION

Temps On-Line Ltd ensures that they examine: -

- The number of and relative proportions of employees by racial group
- The distribution of these employees by skill and job role
- The policy and procedures for promotion
- Induction and training needs

Developing and Monitoring a Policy on Employing People with Disabilities

We regularly: -

- Review recruitment procedures to ensure that they are free from bias or discrimination
- Assess applicants for jobs on their abilities rather than disabilities
- Do not impose physical, mental or health standard not required by the job
- Consider the possibility of modifying the workplace to allow a disabled person to take up an opportunity of a job
- Monitor the policy

POSITIVE ACTION

Temps On-Line Ltd does not discriminate against the actual selection for a post on the grounds of sex or race but the legislation does allow measures to be taken to encourage members of under-represented groups to take advantage of opportunities. However, positive action, which is lawful, should not be confused with positive discrimination, which is unlawful.

THE RIGHT TO EQUAL PAY

The Equal Pay Act 1970, as amended by the Sex Discrimination Acts 1975 and 1986, provides that a woman has the right to treatment equal to that given to a man where the woman is employed.

- On work of the same or broadly similar nature to that of a man.
- In a job which, although different from a man, has been given an equal value to the man's job under a job evaluation scheme.

The act also gives a man the same rights to equal treatment with a woman

RESPONSIBILITIES

As Temps On-Line Ltd's business is placing candidates with other organisations it is essential that we reflect a good workplace and management practice. We adhere to legislation and this policy.

All employees must be mindful that Temps On-Line Ltd may be liable for acts of discrimination committed by our staff in the course of their employment.

DISCIPLINARY ACTION

If a member of staff discriminates against another member of staff or against a candidate or fails to comply with this policy, they may be subject to disciplinary action. Each case will be considered individually and on its merit.

MONITORING

Strictly in line with legislation we monitor and evaluate the effectiveness of our Equal Opportunities Policy.

INTERNAL COMMUNICATION

- A copy of this statement will be made available on the Temps On-Line Ltd intranet.
- All staff existing and new will be made aware of the policy.
- All external contractors must be aware of the policy and work within its parameters.

CONCLUSION

This policy will be reviewed as necessary and it is the responsibility of the Temps On-Line Ltd HR Manager to ensure that all staff are aware of the policy.