

# Corporate Social Responsibility Statement

With you all the way

# Introduction

Workforce was established in 2006 and is now one of the UK's leading, specialist recruitment consultancies. Currently, we supply hard to find, highly skilled workers to the Furniture, Textiles, Automotive, Transport, Health and Social Care sectors. Our unique business model allows us to source these sought-after candidates from throughout the UK and all over Europe, offering them first class employment opportunities with many of the UK's best companies.

The prosperity of our business and of the communities within which we operate requires a commitment to the sustainable management of our activities. We have therefore developed a policy that affects and enhances all areas of our business. We wish to adopt and commit to the principles and practices set out below.

# Our People

We are committed to the well-being and continual development and training of our people. Our work place is one where employees are appreciated, valued and given regular feedback so that each employee has a clear understanding of their role and how they contribute to the business. We operate a meritocracy, where all employees are recognised and rewarded on the basis of their performance, effort, contribution and achievements.

We expect our employees to act with integrity towards one another and exercise a high standard of business practice. Unlike some organisations we match training and development needs to an employee's individual aspirational needs and to ensure that they are ready for any future growth opportunity – we understand some companies are fearful of this as the opportunity might arise elsewhere, our experience which is shown in our staff retention rates is that we don't hold that fear as if that were to happen although we would be sad to lose that person we have seen it ensures we have a much more engaged workforce and we work on the principle of "us" not "I".

We support diversity, fairness and equal opportunities and aim to involve and consult regularly with employees as to the direction of the business.

## Clients

We aim to build long term relationships with all of our clients and other stakeholders by understanding their objectives as they evolve over time and meeting their needs. We aim to give fair value, consistent quality and reliability. We always aim to have the highest professional and ethical standards and will be open, honest and transparent in all our dealings with clients.

## Suppliers

We aim to create and maintain strong relationships with key suppliers and contractors. We aim to choose suppliers that share our ethos in relation to employment practices, quality and environmental controls. This will be communicated to all suppliers and potential suppliers. We are also now trying to ensure that where applicable when selecting and vetting suppliers that they comply with government standards such as cyber essentials.

## Health & Safety

We aim to achieve and maintain the highest standards of health and safety and provide a corporate working environment for all our activities. We have a current and effective, written health and safety policy, that is regularly reviewed and updated.

## Environment

We have implemented an environmental policy appropriate to our business. We are aware of our environmental impact as a business and have taken, and continue to take, appropriate steps to mitigate that impact by transitioning into paperless office operation.

In 2019 so far, we have implemented Paper Free Registration Process for our candidates to reduce amount of paper used at the office, we have installed recycling bins and replaced plastic bottled water with water distributor to reduce usage of plastic.

## The Community

We recognise and understand the significance of the local community within which we operate. We aim to enhance our contribution to the community by being sensitive to the needs of local people and groups and promoting ethical and socially responsible trading. We actively support and donate to a number of local charities.

Some of our recent initiatives include:

- Bake Off and Christmas Jumper Day in 2019 where we collected £125 and donated it to the local food bank before Christmas;
- Little Princess Trust Donation where we donated £186 in November 2020 after one of our Placement Coordinators decided to cut his long hair and collect money for this charity;
- One of our Senior Placement Coordinators organised Christmas donation for Noble Gift charity in Poland to help the homeless man and collected money, food and household items from the office colleagues.
- We are rolling out a scheme as Covid restrictions are lifted where we will allocate certain time to all staff members where they can have paid leave if the evidence work supporting the community.