



**HRS SERVICES LIMITED**

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## **ETHICAL POLICY STATEMENT**

**Signed on behalf of HRS Services Ltd.**

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**Chris Whitehead- Managing Director**

**Date Originally Created: 10.5.10.**

**Author: J.Key**

**Issue: 10**

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Intellectual Property Of HRS Services Limited Privileged And Confidential

HRS Services Ltd are committed to ensuring that its business is conducted in all respects according to ethical, professional and legal standards. This forms an important part of HRS Services Ltd wider commitment to the principles of anti bribery and corruption, modern slavery ,sustainability and environmental impacts. The Policy supports the objectives of the HRS Services Ltd Anti-Bribery and Corruption Policy and the objectives set out within our Environmental Policy Statement.

This policy sets out the principles and values that HRS Services Ltd will support and be guided by in the conduct of its business. This policy applies to all employees and subcontractors , and anyone conducting business on behalf of HRS Services Ltd. Further, HRS Services Ltd expects equivalent standards of conduct from its business partners.

**Modern Slavery Act 2015:**

HRS Services Ltd, in all of its dealings will not use, nor engage in, any form of slavery or trafficking in the supply of it services. HRS Services Ltd will not utilize any labour utilizing “tied” visas. This stance is further supported by specific personnel policies and procedures under HRS Services Ltd accredited QMS.HRS Services Ltd is currently, a company with a turnover of less than £36 million per year and therefore by law, does not require to formally prepare an annual statement in respect of the ACT.

HRS Services Ltd has a an accreditation to level 4 for Achilles Building Confidence and as a requirement of that accreditation, will be required to annually formally publish an annual statement.

**Annual Modern Slavery Act 2015 ref: Annual Statement:**

As this Ethical policy is reviewed annually by a Company Director the following statement will serve to comply with the requirement of the Achilles Building Confidence Accreditation:

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“HRS Services Ltd confirms that the procedures and policies in place in respect of the Modern Slavery Act 2015 and as per HRS Services Ltd stance, as stated above have been complied with and hence can confirm that no slavery or human trafficking is taking place within the business or the supply chain”  
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Further to the above, the objectives of the Ethics policy are set out below. This is not a complete list, and any action which is unlawful, dishonest or harmful to others, or is otherwise against HRS Services Ltd principles and policies will result in disciplinary action.

### **1. In all dealings:**

- Comply with all applicable laws, rules and regulations
- Engage in honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships
- Maintain effective procedures to prevent confidential information being misused and make it clear that the use of confidential information for personal and corporate gain will not be tolerated
- Comply with our policy on gifts and money laundering of no acceptance .
- Be alert to and report any fraudulent activities and maintain accurate company records to help prevent their occurrence.

### **2. Dealings with shareholders and other investors:**

We are committed to maximising shareholder value over time. By communicating and listening to our existing and any potential investors, we seek to establish long term relationships based on mutual understanding and trust. Therefore, the group will:

- Provide timely and truthful financial information in accordance with statutory and regulatory requirements
- Communicate business policies, achievements and prospects honestly

### **3. Dealings with customers**

We are committed to being honest and straightforward in our dealings with customers. Personal contact, helpful and responsive actions are key features of the service we provide. Therefore we will:

- Treat customers fairly, openly and as we would want to be treated
- Provide high standards of service

- Respect the confidentiality of information that we might obtain and retain in relation to customers
- Take all reasonable care to avoid untruths, concealment and overstatement in all advertising and other public communications
- Operate an effective complaints process to deal with situations where these standards are challenged

#### **4. Dealings with employees**

We are committed to high standards of employment practice. Therefore we will:

- Provide a clean, healthy and safe work environment
- Provide fair and just remuneration packages
- Implement human resource policies (e.g. Equal Opportunities and Health & Safety) to ensure that specific standards and objectives are clearly communicated
- Not tolerate any sexual, physical or mental harassment of employees

#### **5. Dealings with suppliers of goods and services**

We are committed to developing relationships with suppliers of goods and services based on mutual trust and shared values. Therefore we will:

- Maintain high standards of integrity in business relationships with suppliers
- Ensure that all employees will conduct business with suppliers of goods and services in a professional manner
- Encourage suppliers to operate with values and principles equivalent to ours as detailed in our approved supplier procedures.

#### **6. Dealings with competitors**

We are committed to competing vigorously and in a lawful manner. In doing so, we will:

- Avoid disclosing proprietary or confidential information in any contact with competitors
- Not attempt to acquire information regarding a competitors' business by unlawful means, including industrial espionage, hiring

competitors' employees to gain confidential information, urging competitors' employees to disclose confidential information, or any other approach that is not above board.

## **7. Dealings with Regulatory bodies, Government and Legislators**

We aim to have constructive and open relationships with regulatory bodies, legislators and government to foster mutual trust, respect and understanding. Therefore we will:

- Not knowingly evade tax obligations
- As a Limited UK company seek to comply with recognized good corporate governance standards

## **8. Dealings with community and non-governmental organizations**

On all of our service delivery to clients, we aim to build strong, balanced relationships within the communities that we work as we understand the interdependency between the success of our business and the well-being of the communities in which we operate. Therefore we will:

- Endeavour to make a positive long-term contribution to the quality of life of the community and take into account the concerns of the wider community, including both national and local interests
- Actively engage with local communities, where applicable, to ensure we understand their needs and aspirations.

### **Compliance with this policy:**

HRS Services Ltd aims to maintain high ethical standards when carrying out its business activities. Practices of any sort that are incompatible with the HRS Services Ltd principles and policies will not be tolerated. Strict adherence to these principles and supporting policies are a condition of employment with HRS Services Ltd.

Ultimate responsibility for compliance with this policy rests with HRS Services Ltd Company Directors. They will ensure that it is communicated to and understood by all employees whilst day to day responsibility for its implementation is delegated to senior management.

Failure to comply with this policy may lead to disciplinary actions and, where breaches of the law take place, may lead to criminal proceedings against the individual or individuals involved.

**Signed:**

A handwritten signature in black ink, appearing to be 'C. Whitehead', with a long horizontal stroke extending to the right.

**Chris Whitehead- Managing Director**