



A&S Recruitment Limited

Supplier Code of Conduct

Owner of Policy	Amanda Harrold
Date created	12 09 2024
Date last reviewed	
Date of next review	Jan 2026
Who this policy refers to	All staff, clients and suppliers

A&S Recruitment Limited

Supplier Code of Conduct



Purpose	<p>This document is designed to ensure that all suppliers to A&S Recruitment understand and accept their role and responsibility in relation to the values of our business, and the importance of sustainable and ethical business practices in our supply chain to minimise negative social and environmental impact.</p> <p>Our suppliers play a vital role in the way we conduct business and are intrinsic to our commitment to providing quality services to our clients. We endeavour to work with suppliers who share the same commitment to responsible and ethical business practices. Through this Supplier Code of Conduct, we outline the expectations we have of our suppliers in relation to our commitments.</p>
Scope	<p>This Supplier Code of Conduct applies to all supplies, sub-contractors and other business partners that have a relationship with A&S Recruitment.</p>
General standards	<ul style="list-style-type: none">• A&S requires our suppliers to be compliant with all relevant local and national laws as well as international standards• A&S expects our suppliers to have relevant and appropriate policies and procedures in place that support safe working, an empowered workforce without discrimination, eradicates opportunities for bribery and corruption and minimises negative environmental impact• A&S Recruitment expects our suppliers to have a robust reporting system to ensure that employees can raise concerns both directly and anonymously, without fear of any reprisals• A&S encourages suppliers to continuously improve their sustainability practices through training and development of their employees• Suppliers are encouraged to provide feedback to A&S as and when relevant• Relevant policies and procedures may include, but not be restricted to, Whistle Blowing policy; Employee Handbook; Diversity policy; Supplier Code of Conduct
Environmental Standards	<ul style="list-style-type: none">• A&S Recruitment expects all suppliers to use resources efficiently and to minimise longer term negative environmental impacts. This includes focussing on the use of renewable energy, utilising recycled products in the workplace and reducing the consumption of electricity, gas and water where possible• A&S Recruitment expects all suppliers to pro-actively implement practices that reduce, re-use and re-cycle waste products. Where this is not possible, suppliers should meet local and national standards in relation to waste management and associate disposal• A&S Recruitment expects all suppliers to prevent pollution through taking steps to minimise emissions to air, land and water• Relevant policies may include, but not be restricted to, Environmental policy; Cross Contamination policy

A&S Recruitment Limited

Diversity Policy



Ethical and Social Business Practices	<ul style="list-style-type: none">• A&S Recruitment expects all suppliers to comply with all applicable environmental, labour and business regulations. A&S also expects all suppliers to uphold applicable human rights in their operations, including laws prohibiting child and forced labour, modern slavery and human trafficking, and respecting workers' rights and labour standards• A&S Recruitment has zero tolerance in relation to bribery and corruption, and also to bullying and harassment and we expect our suppliers to have the same zero tolerance• All suppliers are expected to provide a working environment that should always be supportive of the dignity and respect of individuals. Factors aligned to achieving such an environment include, but are not limited to valuing diversity, supporting staff development, and providing fair wages, reasonable working hours and safe working conditions• Relevant policies and procedures might include Health and Safety policy; Anti-bribery and corruption policy; Hospitality and Gifts policy; Diversity policy; Modern Slavery and Human Trafficking policy; Cyber Security policy
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This policy has been approved & authorised by:

Name:	Amanda Harrold
Signature:	<i>A Harrold</i>
Date:	10/10/2024