

Corporate Social Responsibility Policy

Introduction

Apex Resources Ltd is a privately owned Recruitment Business with an annual turnover of £34 million (Feb 2016) operating from Six regional offices at London, Watford, Coventry, Manchester, Edinburgh and Glasgow, with over 80 direct employees and over 2500 workers on assignments weekly offering services as an Employment Business within the Construction, Driving, Industrial, rail and public sector markets throughout Europe.

Apex Resources Ltd recognises its Corporate Social Responsibility (CSR) commitments and these are reflected in the following policy. Our CSR policy applies to all of the operations of Apex Resources Ltd and sets out the minimum standards which we expect from employees in their dealings with customers, candidates, stakeholders and third parties. We take account of our impact on all aspects of the business activities on the environment, society and the economy.

Standards of Business Conduct

We expect our staff (including temporary, agency, interim, contractor or consultant staff) to be scrupulously impartial and honest in all affairs relating to the Company and their job within it. All staff also bear a responsibility as employees to act as ambassadors for the Company in terms of their general conduct both within and outside the organisation. Our Standards of Business Conduct policy outlines the responsibilities of staff working for the Company and includes;

- Anti-Bribery and Corruption
- General Conduct
- Whistleblowing
- Common Law
- and Confidentiality

Customer Satisfaction

At Apex Resources Ltd we understand the first step to providing the skills and expertise to deliver a reliable service is to create an organisation that can identify expert knowledge and key strengths, enabling us to position our people in the key areas where they can utilise their experience and expertise to achieving quality.

We encourage our people to adopt the same principles and look for the qualities in all our candidates as we do with our people; qualifications for the role, expertise and knowledge are at the forefront of our selection process.

Recruitment and Selection

Inline with our 'Customer Satisfaction' and 'Equal Opportunities & Diversity' policies, recruitment and selection is central and crucial to the successful functioning of Apex Resources Ltd. It depends on finding people with the necessary skills, expertise and qualifications to deliver the Company's strategic objectives and the ability to make a positive contribution to the values and aims of the organisation.

Within our recruitment and selection of candidates we ensure that our vacancies are not confined to a particular group of applicants and encourage a diverse work force.

Our recruitment has allowed us to bring on about a diverse workforce. Contributing to our success within our industry allowing our team of staff to understand the needs of a wide range of candidates and clients. Our diverse workforce has also benefitted in enabling us to attract and retain talented individuals to help continue towards success.

Equal Opportunities and Diversity

Apex Resources Ltd embrace and promote diversity in all business activities. We treat everyone equally and will not discriminate on the grounds of an individual's "protected characteristic" under the Equality Act 2010 (the Act). Our Equal Opportunities and Diversity policy covers but not limited to;

- Direct Discrimination
- Indirect Discrimination
- Harassment
- Victimisation
- Disabled Persons
- Age Discrimination
- and Part-Time Workers

Health and Safety

The health and safety, welfare and wellbeing of employees is of paramount importance to the company. It is the policy of the company to create and improve standards of Health and Safety, which will lead to the avoidance and reduction of risks and to ensure that the company complies with all Health and Safety legislation. A detailed Health and Safety Policy Statement is held at all branch premises.

Apex Resources Ltd makes every reasonable and practicable effort to provide safe and healthy working conditions in all its offices. It is the duty of all employees to exercise responsibility and to do everything they can to prevent injury to themselves and to others.

The policy standards and procedures are communicated to employees through contracts of employment, staff hand books, operating manuals, bulletins and notice boards and staff training as appropriate.

Modern Slavery

We are committed to eliminating modern slavery, human trafficking, forced labour and similar human rights abuse.

Due to the complexities of modern slavery the company has produced policies, statements and training to further our efforts in playing a part in tackling slavery.

Our attempts to identify and eliminate slavery include;

- Understanding what slavery is
- Identification of high risk areas
- Suppliers
- Reporting Slavery
- Training
- Performance indicators/ Monitoring our procedures

Environment

We put great emphasis on client and operative partnerships to ensure quality of service. We have identified and comply with all environmental legislation relevant to our business activities and are committed to preventing pollution and reducing our impact on the environment by:

- Implementing a system for recycling a wide range of waste streams, including paper, plastic containers, computers and monitors
- Reducing energy consumption by using energy efficient bulbs, turning electrical equipment off when not in use, using sleep features, insulating our roof and building spaces, putting timers on heaters and using sensors to control lighting
- Monitoring fuel consumption from company cars
- Using eco-friendly products cleaning materials and products not tested on animals
- Regularly supporting local charities and encouraging staff to develop themselves through education, training and voluntary work
- Although we are already demonstrating a significant reduction in our environmental impacts, over the next 12 months we are also committed to:
 - Continuing to monitor and reduce our environmental impact
 - Monitoring our water consumption and using water saving devices in our toilets

- Looking at ways to off-setting our carbon
- Putting in place a purchasing policy that considers environmental issues in the decision making process as well lifecycle impact

Annual reviews of our policies are undertaken as a minimum and changes are made in accordance with industry and legislative guidelines. The policy standards and procedures are communicated to employees through contracts of employment, staff hand books, operating manuals, bulletins and notice boards and staff training as appropriate.

We would also recommend you reading this in conjunction with the policies noted in this policy.

Contact Us

Head Office: **Apex Resources Ltd**
Apex House
1 Bridle Path
Watford
Hertfordshire
WD17 1UE

Tel: **01923 200111**
Fax: **01923 200112**
Email: info@apexltd.co.uk
Web: www.apexltd.co.uk

Signed 

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Herold Brady, Managing Director