



## **Modern Slavery & Human Trafficking Statement**

We at Nine to Five recognise that modern slavery and human trafficking could be a potential risk to our business.

Modern slavery encompasses slavery, servitude, human trafficking and forced labour. Nine to Five has a zero tolerance approach to any form of modern slavery. We are committed to acting ethically and with integrity and transparency in all business dealings and to putting effective systems and controls in place to safeguard against any form of modern slavery taking place within the business or our supply chain.

### **Our business**

Nine to Five Recruitment is an agency covering Sussex providing Admin Staff, Cooks, Factory Operatives, Domestic and all general Recruitment needs. When a potential worker joins Nine to Five the checks begin. All applicants must make an interview appointment to be registered with the Agency. On registration potential workers must produce proof of eligibility to work in the UK, Proof of ID and ALL other interview documentation laid out to them. This ensures that the worker has control over their own paperwork. All interviews are completed face to face to make sure that they have freely chosen to attend.

### **Our policies**

We operate a number of internal policies to ensure that we are conducting business in an ethical and transparent manner.

When a potential worker joins Nine to Five, all applicants must make an interview appointment to be registered with the Agency. On registration potential workers must produce proof of eligibility to work in the UK, Proof of ID (Passport, Driving Licence, Full Birth Certificate), Proof of residency, Current DBS, NI Number, 2 x passport size photographs and all other interview documentation laid out to them in their confirmation letter. This ensures that the worker has control over their own paperwork. All interviews are completed face to face to make sure that they have freely chosen to attend.

### **Our performance indicators**

We are totally committed to Compliance and Ethical Standards and strive to operate best practices at all times. We are confident we have the right checks in place to minimise the risk of human trafficking and labour exploitation taking place within our supply chain. Our Interview staff are given the tools to identify the indicators of human trafficking and forced labour should it arise and have resources in place to deal with this event should it happen.

### **Approval for this statement**

This statement was approved by the Board of Directors.

Name: Mark Gibby

Date: 17/08/2017