

## **HR Policy on Preventing Hidden Labour Exploitation**

### **POLICY STATEMENT**

Ambitions Personnel Ltd commits to developing and adopting a proactive approach to tackling hidden labour exploitation.

Hidden labour exploitation is exploitation of job applicants and workers by third party individuals or gangs other than the employer or labour provider including rogue individuals working within these businesses but without the knowledge of management. It includes forced labour and human trafficking for labour exploitation; payment for work-finding services and work-related exploitation such as forced use of accommodation. It is understood that it is often well hidden by the perpetrators with victims, if they perceive of themselves as such, reluctant to come forward.

### **Coverage**

This policy covers all Ambitions branch office locations and Ambitions onsite (Client) office locations.

### **Responsibility**

HR Manager (Helen Mason) has overall responsibility for this policy. Branch Managers are to ensure that this policy is adhered to. Consultants are to ensure that this policy is adhered to. Consultants are to ensure that the policy guidelines are followed.

### **Policy Commitments**

Ambitions Personnel Ltd shall:

1. Designate appropriate managers Helen Mason – HR Manager and Becky Gench – Operations Director to attend “Tackling Hidden Labour Exploitation” training and to have responsibility for developing and operating company procedures relevant to this issue.
2. Accept that job finding fees are a business cost, and will not allow these to be paid by job applicants. The Company will not use any individual or organisation to source and supply workers without confirming that workers are not being charged a work finding fee.
3. Ensure that all staff responsible for directly recruiting workers are trained to be aware of issues around third-party labour exploitation and signs to look for and have signed appropriate Compliance Principles.
4. Ensure that labour sourcing, recruitment and worker placement processes are under the control of trusted and competent staff members.
5. Adopt a proactive approach to reporting suspicions of hidden worker exploitation to the Gangmasters Licensing Abuse Authority and police.
6. Provide information on tackling “Hidden Labour Exploitation” to our workforce through; workplace posters, worker leaflets, induction and internal and external training sessions.

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7. Encourage workers to report cases of hidden third-party labour exploitation, provide the means to do so and investigate and act on reports appropriately.
8. Positively encourage and support employees and agency workers to report such exploitation which may be occurring within their communities by providing details of confidential helplines as detailed on the Stronger Together leaflets together with our confidential helpline service.
9. Require labour providers and other organisations in the labour supply chain to adopt policies and procedures consistent with the above.

I confirm that I have read and understood the above policy and agree to abide by it.

Name (Please print): Helen Mason

Job Title: HR Manager

Date: 16/02/26

Signature:

