

## **Recruitment Fees Policy**

There are costs associated with providing the range of services integral to recruiting workers, including advertising and sourcing workers, processing applications, interviewing, worker documentation, skills assessment and placement of workers. Ambitions Personnel accept that any fees associated with the recruitment and hiring of workers is a business cost and will not allow these to be paid by workers.

Ambitions do not use any third-party providers to recruit workers and do not recruit workers from outside the UK. Therefore, our supply chain does not include any recruitment intermediaries or associated costs.

All Ambitions staff, responsible for directly recruiting workers, are trained to be aware of issues around third-party labour exploitation as part of the Stronger Together Recruiter Principles. On registration workers are asked if they have paid a fee to secure a job via Ambitions. Where payment of recruitment fees is discovered, we will:

- Refer the matter to the Gang Masters Labour Abuse Authority (GLAA) as appropriate for advice on how to proceed.
- Conduct a thorough investigation to determine if there has been a violation and if so, who is responsible.
- Establish whether this was within reasonable due diligence control of Ambitions Personnel.
- Treat wilful staff breaches of company policy as misconduct and manage such cases consistently and proportionately.
- Gather all available evidence relating to the charging of recruitment fees.
- Where the payment of recruitment fees by workers was a result of internal staff misconduct, these recruitment fees will be re-imbursed to the worker.

This policy will be reviewed on an annual basis.



Amanda Watson  
Director