



## Young Worker Policy

Swann Recruitment Ltd follows international guidelines on the protection of children and young workers in order to prevent child labour, and subscribes to the ETI Base Code (Ethical Trading Initiative) which requires that child labour is not used.

We are committed to acting ethically and with integrity in all our business dealings and relationships, and to implementing and enforcing effective systems and controls to ensure that child labour is not used anywhere within our business or in any of our supply chains.

Swann Recruitment Ltd will not employ or recruit anyone below the age of 18 years

Furthermore, we are committed to the protection of young workers under 18 years, and follow national laws and guidelines designed to shield young workers from exploitation, and from work which may be detrimental to their health and development, education, safety or wellbeing.

This policy applies to all persons working for us, or on our behalf in any capacity, including employees at all levels, flexi workers, contractors, external consultants, third-party representatives and business partners.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

### Communication and awareness of this policy

All persons working for us, or on our behalf in any capacity, are expected to:

- Raise concerns about any issue or suspicion of child labour in any part of our business, a client's business, or business partner's business, at the earliest possible stage.
- Ensure that only authorised persons choose which workers are registered to work.
- Encourage workers to report cases of hidden third party child labour, provide the means to do so, and investigate and act on reports appropriately.

### Compliance

All persons working for us, or on our behalf in any capacity, must:

- Read, understand and comply with this policy, and avoid any activity that might lead to, or suggest, a breach of this policy.
- Notify their immediate manager or Human Resources as soon as possible if they believe or suspect that a conflict with this policy has occurred, or may occur in the future.
- Swann Recruitment Ltd will continuously review both its supply chains and internal and external operations on an ongoing basis to check compliance with this policy, and to ensure that it is being implemented effectively.

We may terminate our relationship with other individuals, clients or business partners working on our behalf if they breach this policy.

**Responsibility** :The Director of Swann Recruitment Ltd has overall responsibility for ensuring that this policy complies with our legal and ethical obligations on preventing child labour and that all persons working for us, or on our behalf in any capacity, comply with it.

Date 12 May 2022