

Modern Slavery Statement 2016

Introduction

Vital Recruitment Limited recognises that all businesses have a responsibility to ensure that modern slavery and human trafficking is not taking place in their businesses or supply chains. Vital Recruitment operates as an employment business and employment agency, predominantly sourcing and supplying both skilled and unskilled staff for the food manufacturing/production and FMCG sectors.

Vital Recruitment Limited has an annual turnover in excess of £36 million.

Supply Chain

As a staffing provider, all temporary staff who register with Vital for temporary work are interviewed personally by a member of our team and their identification and right to work in the UK documentation is inspected and photocopied. In order to protect the integrity of our processes, we do not sub contract provision of our labour supply.

As workers and prospective employees are directly sourced by Vital Recruitment Ltd, our link in any supply chain is as a supplier – any supply chain into Vital Recruitment Ltd is incidental, eg the purchase of office supplies.

Our Policy on Slavery and Human Trafficking

We are committed to ensuring that we take all reasonable steps to ensure that there is no modern slavery or human trafficking within our business. Our Policies on Tackling Hidden Labour Exploitation and Ethical Trading reflect our commitment to acting with integrity and ensuring that our systems and controls are effective in identifying any potential risks in relation to modern slavery and human trafficking.

Due Diligence

- Our contracts with clients reflect the principles within our Ethical Trading and Tackling Hidden Labour Exploitation policies
- All prospective new workers are interviewed in person, with questions specifically targeted to try and identify whether they are subject to any form of modern slavery
- We operate a policy of workers only being able to have their wages paid into a bank account that is in their name (individual or joint). We have systems in place to monitor duplicate occurrences of bank accounts and multiple uses of the same home address so that we can investigate any concerns.
- All staff responsible for recruiting and sourcing workers are trained and required to sign up to a set of Recruiter Compliance principles that govern their methods of recruiting new staff

- Vital is an accredited business partner of Stronger Together and maintains the high standards of operation required to meet the 'business partner' requirements
- Leaflets and posters on tackling hidden labour exploitation are displayed in all office locations and on client sites (where permitted).
- A confidential helpline is in operation for workers and employees to report any concerns they may have in relation to modern slavery
- Vital carries out regular unannounced internal audits of our own offices and onsite locations to ensure that our high standards, policies and practices are being met. We are also subject to numerous client and independent audits that include interviews with randomly selected workers that help us to detect any issues in relation to modern slavery.
- Where Vital does have supplier agreements in place for office supplies and sundries, wherever possible we utilise trusted local companies with whom we have long standing relationships

Training

All workers joining the business to work on client sites are provided with an induction that includes information on sources of help should they, or their colleagues/friends be concerned about modern slavery

All employees working in Vitals' offices receive an induction that educates them about modern slavery and spotting the potential signs of modern slavery. All staff who are responsible for recruiting workers receive additional training in relation to our Recruiter Principles and are required to sign up to our code of practice.

On an ongoing basis, responsibility lies with named Senior Managers to ensure that training and our understanding of the issues involved in modern slavery are kept up to date.

This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes Vital Recruitment's slavery and human trafficking statement for the financial year 2015/16.

A handwritten signature in black ink, appearing to read "Bill Singh".

Bill Singh

Managing Director