

1. Policy Statement

- 1.1. This policy outlines Pro-Force's commitment to ensuring our supply chain, from recruitment through to assignment, is free from human trafficking, forced labour and other human rights abuses. We work closely with all business within our supply chain to conduct adequate due diligence checks to ensure their standards meet and match our high ethical requirements.
- 1.2. In order to mitigate risks to the business through unethical supply chain practices, it is Pro-Force's policy to not outsource work or engage with other suppliers as our primary recruitment method (for example, overseas recruitment agencies). This ensures full control over operations and that required standards are adhered to. Where other suppliers are used, they will be audited annually, and a genuine partnership approach maintained.
- 1.3. Pro-Force audits its hiring clients to ensure they meet and adhere to regulatory, legislative and ethical standards to protect the health, safety and welfare of Pro-Force's workforce at all times.

2. Scope of the policy

- 2.1. This policy is applicable to all Pro-Force branches, sites and locations across the UK, any Company that falls into the Pro-Force Group, any approved labour or service provider, and to all staff members including directors, senior managers, managers, officers and employees (collectively referred to as staff in this policy).
- 2.2. This policy does not form part of the contract of employment for employees, and as such, Pro-Force reserves the right to amend the policy at any time.

3. Responsibility for implementation of the policy

- 3.1. The Board of Directors and the Senior Management Team have overall responsibility for the implementation of this policy.
- 3.2. The Compliance department is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risk to operations.
- 3.3. The Senior Management Team, regional managers, recruiters and account managers are required to familiarise themselves with, and understand this policy, its operation, and any related procedures. Compliance will provide training documentation and guidance as is relevant to their responsibilities.
- 3.4. Questions related to the use, understanding or direction of this policy should be directed to the Compliance department.

4. Pro-Force's supply chain

4.1. Key elements of Pro-Force's supply chain may include:

- Government organisations in source country e.g. labour ministry
- Clients and labour users
- Other suppliers such as IT, systems or equipment suppliers
- 2nd tier labour providers, such as local providers via master vendor agreements, or overseas providers

4.2. It is crucial to the ongoing success of Pro-Force's business, and the health, safety and wellbeing of all our staff and workforce, that all suppliers adhere to, and actively demonstrate their commitment to, Pro-Force's ethical standards.

5. Requirements of Pro-Force's suppliers

5.1. Pro-Force requires all organisations in its supply chain to actively demonstrate positive business practices in all areas, including:

- Demonstrating positive practices to mitigate and eliminate the risks posed by modern slavery, forced labour and other forms of exploitation
- Demonstrating rigorous health & safety standards in line with UK legislation (and any other countries as may be applicable)
- Not to discriminate on any basis in accordance with the provisions of the Equality Act 2010 and any other related legislation
- Permit workers' freedom of association and collective bargaining
- To adhere to all requirements regarding the National Minimum and Living Wage (and other benchmark wage guidance, where applicable)

5.2. Pro-Force requires all suppliers to be aware of its requirements, and take it upon themselves to be aware of and prepared to demonstrate adherence to its standards.

6. Principles of cooperation

- 6.1. In order to ensure success, it is Pro-Force's policy to work with its suppliers on the basis of the following principles:
- Work collaboratively in pursuit of these standards
 - Ensure that its relationship with suppliers is fair and honest
 - Welcome, rather than penalise, suppliers who recognise deficiencies in their practices, and strive to implement effective remedial action and work towards improving conditions and standards
 - Focus attention on parts of the supply chain where the risk of not meeting standards is highest
 - Assess suppliers to ensure they meet the requirements of its ethical standards via due diligence checks and auditing
- 6.2. Through these principles Pro-Force aims to ensure the procurement of more sustainable business relationships.

7. Policy Review

- 7.1. The Compliance department is responsible for reviewing this policy annually, or as is required, to ensure that it meets legal standards and reflects best practice.



Matthew Jarrett

CEO
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