

**WRUK LTD T/A WORKSHOP RECRUITMENT
CORPORATE SOCIAL RESPONSIBILITY (CSR) POLICY**

Effective Date: 08 June 2026

Review Date: Annually

Policy Owner: Directors

1. POLICY STATEMENT

WRUK Ltd ("the Company") recognises that successful businesses have responsibilities beyond commercial performance alone.

We are committed to conducting our business in a responsible, ethical and sustainable manner that positively contributes to our employees, candidates, temporary workers, clients, suppliers, local communities and the wider environment.

As a recruitment business, we recognise the important role we play in helping individuals secure employment, supporting businesses with their workforce requirements and contributing to economic growth within the communities we serve.

This policy sets out our commitment to responsible business practices and our approach to corporate social responsibility.

2. PURPOSE

The purpose of this policy is to:

- Promote responsible business practices.
- Support sustainable growth.
- Encourage ethical behaviour.
- Protect and support our employees.
- Positively contribute to local communities.
- Minimise environmental impact.
- Promote fair and inclusive employment opportunities.
- Maintain high standards of governance.

3. SCOPE

This policy applies to:

- Employees.
- Directors.
- Temporary workers.
- Contractors.
- Consultants.
- Suppliers.
- Business partners.

The Company expects all individuals acting on its behalf to support the principles contained within this policy.

4. OUR CSR COMMITMENTS

The Company is committed to:

- Operating ethically and transparently.
- Treating people fairly and with respect.
- Supporting local communities.



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- Promoting equality, diversity and inclusion.
- Protecting the environment.
- Preventing modern slavery and exploitation.
- Maintaining high standards of governance.
- Supporting employee wellbeing.

5. OUR PEOPLE

Our employees are central to the success of the business.

The Company is committed to:

- Providing a safe and healthy working environment.
- Promoting employee wellbeing.
- Encouraging personal and professional development.
- Providing equal opportunities.
- Supporting work-life balance.
- Maintaining a respectful and inclusive workplace.
- Preventing discrimination, harassment and bullying.

We believe that a positive workplace culture enables individuals and teams to perform at their best.

6. EQUALITY, DIVERSITY AND INCLUSION

The Company is committed to creating an environment where everyone is treated fairly and with dignity and respect.

We will:

- Promote equality of opportunity.
- Encourage diversity throughout the business.
- Foster an inclusive culture.
- Make employment decisions based on merit.
- Comply with the Equality Act 2010.

We recognise that diverse perspectives strengthen organisations and improve outcomes for employees, clients and candidates.

7. ETHICAL RECRUITMENT

As a recruitment business, we have a responsibility to ensure fair and ethical recruitment practices.

The Company is committed to:

- Treating candidates fairly.
- Promoting equal access to opportunities.
- Providing honest and accurate information.
- Supporting ethical employment practices.
- Complying with recruitment and employment legislation.
- Protecting candidate data and privacy.
- Challenging discriminatory recruitment practices where identified.

We aim to create positive outcomes for both employers and job seekers.

8. MODERN SLAVERY AND HUMAN RIGHTS

The Company has a zero-tolerance approach to:

- Modern slavery.



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- Human trafficking.
- Forced labour.
- Child labour.
- Exploitation.

We are committed to protecting human rights and promoting fair treatment throughout our business and supply chain.

The Company maintains a Modern Slavery and Human Trafficking Policy and expects suppliers and business partners to uphold similar standards.

9. ENVIRONMENTAL RESPONSIBILITY

The Company is committed to reducing the environmental impact of its operations.

We seek to:

- Reduce waste.
- Minimise paper usage.
- Promote recycling.
- Encourage digital processes.
- Reduce unnecessary travel.
- Use resources responsibly.
- Improve environmental performance where practical.

As a recruitment business, we continue to increase the use of digital systems, electronic onboarding and cloud-based processes to reduce our environmental footprint.

10. COMMUNITY ENGAGEMENT

The Company recognises the importance of supporting the communities in which we operate.

Where possible, we will:

- Support local businesses.
- Promote local employment opportunities.
- Participate in community initiatives.
- Support charitable and fundraising activities.
- Encourage positive community involvement.

We believe strong local communities contribute to stronger local economies and employment opportunities.

11. SUPPLIERS AND BUSINESS PARTNERS

We aim to work with organisations that share our values.

When selecting suppliers and business partners, we may consider:

- Ethical business practices.
- Compliance with legislation.
- Environmental responsibility.
- Modern slavery commitments.
- Equality and diversity standards.
- Health and safety practices.

The Company expects suppliers to operate responsibly and lawfully.

12. BUSINESS ETHICS AND GOVERNANCE

The Company is committed to conducting business honestly, fairly and with integrity.



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We maintain policies covering:

- Anti-Bribery and Corruption.
- Data Protection and Information Security.
- Equality, Diversity and Inclusion.
- Ethical Trading.
- Modern Slavery.
- Anti-Harassment and Dignity at Work.

The Company expects all employees to comply with these policies and uphold the highest standards of professional conduct.

13. DATA PROTECTION AND CONFIDENTIALITY

As a recruitment business, we process significant volumes of personal data.

The Company is committed to:

- Protecting personal information.
- Complying with UK GDPR.
- Maintaining information security.
- Protecting confidential business information.
- Responding appropriately to data security incidents.

The trust placed in us by candidates, workers, clients and employees is fundamental to our success.

14. HEALTH, SAFETY AND WELLBEING

The Company is committed to providing a safe working environment and promoting wellbeing.

We will:

- Comply with health and safety legislation.
- Maintain safe systems of work.
- Encourage wellbeing initiatives.
- Support employees where appropriate.
- Promote a positive working culture.

Everyone has a role to play in maintaining a safe and healthy workplace.

15. RESPONSIBILITIES

Directors

The Directors are responsible for:

- Setting the Company's CSR objectives.
- Monitoring compliance.
- Reviewing performance.
- Promoting responsible business practices.

Managers

Managers are responsible for:

- Supporting implementation.
- Leading by example.
- Encouraging responsible behaviour.

Employees

Employees are expected to:

- Support the principles of this policy.



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- Behave responsibly.
- Act ethically.
- Promote the Company's values.

16. MONITORING AND CONTINUOUS IMPROVEMENT

The Company is committed to continually improving its approach to corporate social responsibility. We will periodically review:

- Environmental performance.
- Recruitment practices.
- Employee wellbeing initiatives.
- Community engagement activities.
- Ethical business standards.
- Client and stakeholder expectations.

Where opportunities for improvement are identified, appropriate action will be considered.

17. POLICY REVIEW

This policy will be reviewed annually or sooner where necessary due to:

- Legislative changes.
- Business developments.
- Client requirements.
- Best practice guidance.

EMPLOYEE ACKNOWLEDGEMENT

I confirm that I have read and understood the Company's Corporate Social Responsibility Policy.

Employee Name: _____

Signature: _____

Date: _____



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