

WRUK LTD T/A WORKSHOP RECRUITMENT

ETHICAL TRADING POLICY

Effective Date: 08 June 2026

Review Date: Annually

Policy Owner: Directors

1. POLICY STATEMENT

WRUK Ltd ("the Company") is committed to conducting business ethically, responsibly and with integrity. We believe that all individuals should be treated fairly, with dignity and respect, and we expect the same standards from our employees, suppliers, clients, contractors and business partners.

As a recruitment business, we recognise our responsibility to promote ethical employment practices, fair treatment of workers and responsible business conduct throughout our operations.

This policy supports our wider commitments to:

- Equality, diversity and inclusion.
- Anti-harassment and dignity at work.
- Anti-bribery and corruption.
- Environmental sustainability.
- Modern slavery prevention.
- Ethical recruitment practices.

2. PURPOSE

The purpose of this policy is to:

- Promote ethical business conduct.
- Protect the rights of workers.
- Support fair employment practices.
- Ensure compliance with relevant legislation.
- Encourage responsible supply chain management.
- Maintain high standards of professional integrity.

3. SCOPE

This policy applies to:

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

The Company expects all individuals and organisations working with us to support the principles contained within this policy.

4. OUR ETHICAL TRADING PRINCIPLES

The Company is committed to ensuring that:

- Employment is freely chosen.



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- Workers are treated fairly and lawfully.
- Working conditions are safe and healthy.
- Child labour is not used.
- Forced labour is not used.
- Workers are paid fairly.
- Working hours comply with legal requirements.
- Discrimination is not tolerated.
- Harassment and abuse are not tolerated.
- Business is conducted honestly and transparently.

5. FREELY CHOSEN EMPLOYMENT

The Company opposes all forms of:

- Forced labour.
- Bonded labour.
- Compulsory labour.
- Human trafficking.
- Modern slavery.

Employees and workers must be free to leave their employment subject to contractual notice requirements. The Company will never knowingly engage with organisations involved in forced labour practices.

6. FREEDOM OF ASSOCIATION

The Company respects the right of employees to:

- Join a trade union.
- Not join a trade union.
- Participate in lawful workplace representation.
- Raise concerns through appropriate channels.

Employees will not suffer disadvantage because of lawful trade union membership or activity.

7. SAFE AND HEALTHY WORKING CONDITIONS

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

We will:

- Comply with health and safety legislation.
- Maintain safe systems of work.
- Assess workplace risks.
- Provide appropriate training.
- Encourage reporting of health and safety concerns.

Employees are expected to work safely and support a positive safety culture.

8. CHILD LABOUR

The Company does not employ child labour.

All employees and workers must meet the minimum legal age requirements applicable to their employment.

Where young workers are employed lawfully, appropriate safeguards will be implemented.

9. FAIR PAY

The Company is committed to fair and lawful pay practices.



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We will:

- Pay at least the applicable National Minimum Wage or National Living Wage.
- Comply with all legal pay requirements.
- Provide clear information regarding pay arrangements.
- Operate payroll processes transparently and accurately.

10. WORKING HOURS

The Company is committed to ensuring that working hours:

- Comply with applicable legislation.
- Support employee wellbeing.
- Are managed responsibly.

Employees will not be required to work excessive hours in breach of legal requirements.

11. EQUALITY, DIVERSITY AND INCLUSION

The Company is committed to providing equal opportunities and promoting an inclusive workplace.

We oppose unlawful discrimination on the grounds of:

- Age.
- Disability.
- Gender reassignment.
- Marriage and civil partnership.
- Pregnancy and maternity.
- Race.
- Religion or belief.
- Sex.
- Sexual orientation.

The Company also opposes discrimination on any other unlawful basis.

Recruitment, promotion and employment decisions will be based on merit, skills, qualifications and business needs.

12. DIGNITY AND RESPECT

The Company expects all individuals to be treated with dignity and respect.

We do not tolerate:

- Bullying.
- Harassment.
- Sexual harassment.
- Victimisation.
- Intimidation.
- Abuse of authority.

Concerns will be addressed in accordance with the Company's Anti-Harassment Policy.

13. ETHICAL RECRUITMENT

As a recruitment business, the Company is committed to:

- Honest advertising of vacancies.
- Transparent recruitment processes.
- Fair treatment of candidates.



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- Compliance with employment and recruitment legislation.
 - Ethical treatment of temporary workers.
 - Avoiding misleading or deceptive practices.
- We will not knowingly participate in practices that exploit workers or candidates.

14. MODERN SLAVERY

The Company has a zero-tolerance approach to modern slavery and human trafficking. We are committed to identifying and addressing risks within:

- Our business operations.
- Our supply chain.
- Our recruitment activities.

Any concerns regarding modern slavery must be reported immediately.

15. BUSINESS INTEGRITY

The Company expects all employees and business partners to conduct business honestly and ethically. We prohibit:

- Bribery.
- Corruption.
- Fraud.
- Dishonest conduct.
- Conflicts of interest that are not appropriately disclosed.

Employees must comply with the Company's Anti-Bribery and Corruption Policy.

16. SUPPLIER EXPECTATIONS

The Company encourages suppliers and business partners to adopt standards consistent with this policy. Where appropriate, we may consider:

- Labour standards.
- Health and safety practices.
- Modern slavery risks.
- Environmental practices.
- Ethical business conduct.

when selecting or reviewing suppliers.

17. WHISTLEBLOWING AND REPORTING CONCERNS

Employees and workers are encouraged to raise concerns regarding unethical behaviour.

Examples include:

- Modern slavery concerns.
- Unsafe working conditions.
- Discrimination.
- Corruption.
- Unethical recruitment practices.
- Fraudulent activity.

Concerns will be treated seriously and investigated appropriately.

The Company will not tolerate retaliation against anyone who raises concerns in good faith.



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18. RESPONSIBILITIES

The Directors have overall responsibility for:

- Implementing this policy.
- Monitoring compliance.
- Promoting ethical business practices.
- Reviewing policy effectiveness.

All employees are expected to support and uphold the principles contained within this policy.

19. POLICY REVIEW

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

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

EMPLOYEE ACKNOWLEDGEMENT

I confirm that I have read and understood the Company's Ethical Trading Policy.

Employee Name: _____

Signature: _____

Date: _____



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