MARICE RECRUITMENT AGENCY LTD
EMPOWERING CARE, SUPPORTING OPERATIONS, ENSURING EXCELLENCE.

Modern Slavery and Human Trafficking Policy

Policy Control Information

Item	Details
Policy Title	Modern Slavery and Human Trafficking Policy
Policy Reference	MRA-POL-001
Policy Owner	MRA
Version	0.2 edited
Approved By	Managing Director
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Review Date	Annually, and after any change in the law, a serious incident or an audit finding
Replaces	Modern Slavery Policy MRA-POL-001 (earlier version)

1. Policy Statement

Marice Recruitment Agency Ltd ("the company") does not tolerate slavery, servitude, forced or compulsory labour or human trafficking in any part of its business or supply chain. As a recruitment agency that supplies workers to other organisations, the company accepts that it sits at a point where exploitation can happen, and it takes active steps to prevent it.

This policy is based on:

- Modern Slavery Act 2015
- Conduct of Employment Agencies and Employment Businesses Regulations 2003
- Employment Agencies Act 1973
- Gangmasters (Licensing) Act 2004
- Immigration, Asylum and Nationality Act 2006
- Human Rights Act 1998

2. Purpose

To set out how the company prevents, spots and reports modern slavery and human trafficking among the workers it supplies, its own staff and its suppliers.

3. Scope

This policy applies to all directors, managers and internal staff of Marice Recruitment Agency Ltd, wherever they are based, and to every worker the company supplies or introduces to clients in

Healthcare Staffing, Warehouse, Logistics and Cleaning Services. It also applies to contractors, suppliers and anyone acting on the company's behalf.

4. What Modern Slavery Means

Modern slavery covers slavery, servitude, forced or compulsory labour and human trafficking. It includes situations where a person is controlled through threats, debt, the holding of their documents or wages, or restrictions on where they can go and who they can speak to.

Warning signs that staff must watch for include:

- Several workers giving the same bank account, phone number or home address
- Someone else speaking for the worker, bringing them to interview or collecting them from shifts
- The worker not holding their own passport or identity documents
- The worker saying they owe money to someone for travel, housing or finding them work
- Signs of fear, poor living conditions, or not knowing their own address or pay rate
- Pay going to a third party, or requests to pay in cash

5. Our Commitments

The company will:

- Never charge a worker a fee for finding them work, as the Employment Agencies Act 1973 forbids
- Never hold a worker's passport or identity documents. Copies are taken for checks and originals are returned at once
- Pay every worker into a bank account in their own name, with an itemised payslip
- Give every agency worker a Key Information Document and written terms before they start work
- Pay at least the National Minimum Wage or National Living Wage for all hours worked
- Not supply workers into agriculture, horticulture, shellfish gathering, or the processing or packaging of food and drink produce from those activities unless it holds a licence from the Gangmasters and Labour Abuse Authority (GLAA)

6. Recruitment Safeguards

Recruiters must check identity and right to work in person or through an approved digital check, compare the details given against those of other workers, and speak to the worker alone at least once during registration. Any warning sign from section 4 must be recorded and passed to the Designated Safeguarding Lead before the worker is placed.

7. Supply Chain Due Diligence

Before the company uses a supplier that provides labour, payroll, accommodation or transport linked to workers, it will check who owns the supplier, ask for its own modern slavery commitments and include anti-slavery terms in the contract. The company does not use second-tier agencies to supply workers to its clients. Suppliers who refuse these checks will not be used.

8. Training and Awareness

All internal staff complete modern slavery awareness training at induction and every year after that. Recruiters and operations managers also learn how to spot the warning signs at registration and on assignment.

9. Reporting Procedure

1. If someone is in immediate danger, call 999.
2. Report the concern straight away to the Designated Safeguarding Lead, or to the Managing Director if the concern involves a manager.
3. Write down what was seen or said, with dates and times. Do not question the person or the suspected exploiter.
4. The Designated Safeguarding Lead decides on referral to the Police, the Modern Slavery and Exploitation Helpline (08000 121 700), the GLAA or the local authority, and makes the referral within 24 hours.
5. The Managing Director is told about every referral.

Concerns can also be raised under the Whistleblowing Policy (MRA-POL-007). Nobody will be treated unfairly for raising a concern in good faith.

10. Governance and Accountability

The Managing Director has overall accountability for this policy. The DOQA Department Head keeps it up to date, checks that recruitment files show the safeguards in section 6, and reports any concerns and referrals to the Managing Director every quarter.

Section 54 of the Modern Slavery Act 2015 requires a published slavery and human trafficking statement from organisations with a turnover of £36 million or more. Whether or not the company reaches that threshold, it applies the principles in this policy in full.

11. Monitoring and Review

This policy is reviewed every year, and sooner after a modern slavery concern, a change in the law or a change in the sectors the company supplies.

12. Contact Information

Concerns about modern slavery linked to the company can be sent to complaint@maricerecruitment.co.uk or raised as a Safeguarding concern to safeguarding@maricerecruitment.co.uk, or by phone on 020 8013 1881.

The Modern Slavery and Exploitation Helpline is open 24 hours a day on 08000 121 700.