

# CORPORATE & SOCIAL RESPONSIBILITY REPORT

2024

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# ABOUT RE RECRUITMENT

## Our business at a glance

Safehands Recruitment is a highly professional recruitment business offering fantastic opportunities and innovative recruitment solutions across a wide range of industries and professions.

With over 20 years of experience in assisting clients and candidates, we are dedicated to providing the best possible recruitment experience.

As an organisation, Safehands Recruitment is committed to contributing to the development of a sustainable society and takes its Corporate & Social Responsibility program very seriously.

## Being responsible

Corporate & Social Responsibility (CSR) is a crucial factor in our operations. Our CSR program drives our efforts to improve our impact on the broader community and the environment. It strengthens our commitment to following the best business practices and ensuring long-term sustainability.

We believe our small gestures can have a significant impact on driving social and environmental change. Our CSR program encourages and promotes positive behaviours by developing sustainable relationships with local communities and clients.

Ultimately, we must help our planet by implementing environmentally friendly and sustainable policies and practices.

# OUR EMPLOYEES

## Our focus

We are incredibly proud of our employees, as they are at the heart of our ability to continuously strive to deliver extraordinary service and understand their essential role in our success. At Safehands, we respect our employees and encourage their development and training. We aim to empower them and recognise individual contributions, as well as offer fair rewards. Our ultimate aim is the happiness of our employees through their worthwhile and satisfying employment in a successful business.

Our focus is to:

-Continue to encourage our employee's development and training. As a business, we recognise that future success relies on our ability to develop and retain people. Training and development are an essential part of the Safehands Recruitment culture. We ensure that employees can develop themselves from the time they join the company and throughout their careers with us, including longer-term study options.

-Create an inclusive and engaging workplace. Our Engagement Survey is run annually. The results and detailed action plan are communicated by divisional directors. By conducting the survey, we can identify areas for development across the business, address concerns, and work on improvements.

-Employee's Health & Well-being. Our mental health is an integral part of our overall well-being, and we are committed to providing tools and resources to help our people navigate through challenging times. In addition to offering access to professional counselling services via The Employment Assistance Programme Health & Well-being Portal, we provide our employees with counselling and resources to support their overall well-being and help them

# OUR EMPLOYEES

## Our focus

and their families manage any difficult time. We also have trained and certified Mental Health First Aiders who support and assist employees when needed. Those who received training were provided with skills to identify colleagues who potentially need support. Furthermore, we offer weekly Pilates sessions for all employees and their families.

-Provide and strive to maintain a clean, healthy, and safe working environment in line with our Health and Safety Policy.

-Be an equal opportunities employer, committed to developing a diverse workforce where everyone is treated fairly, irrespective of race, sex, colour, nationality or national origin, class, religion, age, disability, marital status, sexual orientation or gender identification, political opinion, or any other status protected by applicable law.

# OUR EMPLOYEES

## Diversity and Inclusion

While UK legislation sets minimum standards, we believe that a successful equality, diversity, and inclusion strategy, goes beyond legal compliance and aims to add value to an organisation by improving employee engagement and well-being.

Fundamentally, we embrace the diversity of ideas and perspectives that an inclusive workforce delivers. We aim to foster a culture where employees can be themselves at work, providing value to the company while feeling valued.

Safehands Recruitment's strong, diverse culture directly results from the various nationalities comprising our workforce. The diversity of our people's backgrounds enables them to bring different perspectives to the table, allowing us to give our clients the best of our thinking and the highest quality in everything we do.

Additionally, our workplace flexibility has enabled us to recruit and hire from a wide range of locations, giving us access to a larger and more diversified pool of talent.

# ENVIRONMENT

## Our policy

Safehands Recruitment acknowledges the reality of climate change and the growing risks our society faces if we do not play our role in modifying our environmental impact.

Our Environmental Policy emphasises one of our primary goals: to assess the environmental impact of all past, current, and likely future operations and fully integrate environmental considerations and objectives into its business decisions.

## Our commitment to change

We have implemented sustainable practices and initiatives to help reduce our environmental impact and contribute to a more sustainable future. These include recycling our waste, striving for a paper-free office wherever possible, and implementing automatic lighting systems.

# ENVIRONMENT

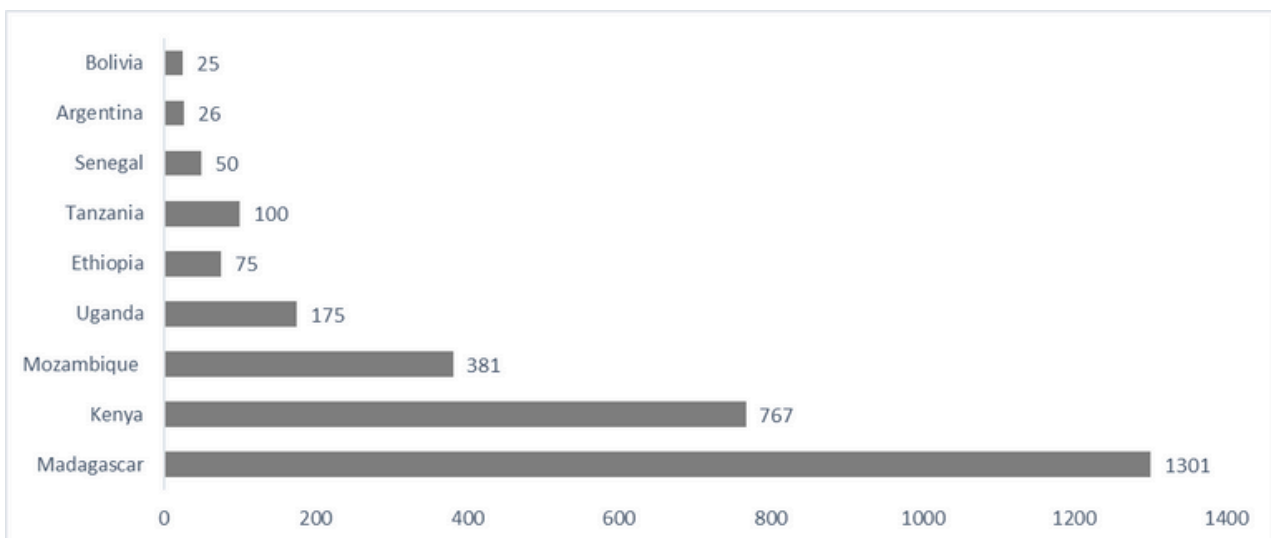
## Ecologi

At Safehands Recruitment, we recognise our impact on the planet, and one of our primary goals is to reduce our carbon footprint and create a better environment.

We believe that small actions can lead to significant changes. In March 2022, we partnered with Ecologi to offset our carbon emissions by making a tree planting pledge.

For every new client we engage with, we pledge to fund 25 trees with Ecologi. This commitment means our business continues to grow, as does our positive environmental impact.

Since March 2022, we have funded 2900 trees across different countries, such as Uganda, Madagascar, Kenya, Mozambique, Argentina, and Bolivia.



# ENVIRONMENT

## Energy Usage

At Safehands Recruitment, we are committed to reducing our energy usage. We have implemented various measures and initiatives to achieve this goal and promote sustainable practices.

To reduce our energy usage, we have implemented several measures, such as:

- Turn off lights and other electrical equipment when not in use and overnight.
- Ensure lights/heating is turned off in empty rooms where possible.
- Replacing light bulbs with LED bulbs or compact fluorescent lamps (CFLs) and using occupancy sensors to control lighting.
- Using air conditioning only when necessary, not setting it below 24°C, and not using it at the same time as heating.
- Encouraging changes in individual behaviour to reduce energy usage through regular communication.

Taking steps to reduce our energy consumption benefits the environment and helps us operate more sustainably and efficiently as a business.



# ENVIRONMENT

## Reducing plastic consumption

We recognise the growing issue caused by single-use plastics in our society, and we have implemented various initiatives to address this. These include the Plastic Free Day Challenge, Recycling Week Activity, replacing plastic cups with glasses in our offices, and minimising the use of plastic for our marketing materials.

Additionally, we have installed direct-feed water coolers in most of our offices to reduce the need for plastic water bottles.

We also encourage our employees to use eco-friendly products and have previously partnered with Splosh, a UK-based company that offers eco-friendly products and reduces plastic waste through their refilling pouches programs.

## Reducing paper consumption – route to paperless

To reduce our environmental impact and support a greener planet, we have implemented sustainable practices across our branches:

- We use paper sourced from sustainably managed forest sources.
- Our printers default to 2-sided printing to reduce paper consumption.
- We have implemented paper-free invoicing and payroll systems, saving 189,600 sheets of paper annually.
- We have an online application system for candidates.
- We raise awareness through training and communication sent company-wide.

# ENVIRONMENT

## Waste and recycling

- We have established comprehensive recycling programs in our offices, with clearly labelled recycling bins and employee education on proper recycling practices.
- We partner with certified e-waste recyclers to properly dispose of obsolete electronic equipment.
- We actively promote circular economy practices within our organisation, including refurbishing and reusing office furniture and equipment, donating items to local charities, and participating in community recycling initiatives.
- We provide regular training and education to our employees to raise awareness about waste reduction and recycling, encouraging their active participation in our sustainability initiatives and fostering a culture of environmental responsibility.

## Transport

At Safehands, we have updated the company vehicle policy so that all new company cars will be electric or hybrid vehicles. This change will lead to approximately a 40% reduction in emissions compared to a small petrol car. Additionally, we encourage the use of the Cycle to Work Scheme within the business. The scheme offers numerous benefits, including a healthier lifestyle, cost-savings on the commute to work, and a reduction in pollution and the company's carbon footprint.

# COMMUNITY

## Giving back

Giving back to our communities is an integral part of our culture, which is reflected in the programmes we implement to help those in need.

We are committed to actively engaging with the communities around us and making a positive impact, whether through fundraising, community engagement, or sponsorships.

## Charities

Our chosen organisations to support in 2024 are Winston's Wish and Action Medical Research.

Winston's Wish supports young people across the UK to understand their feelings, process their grief, and find ways to move forward with hope for a brighter future. They do this through information, on-demand services, bereavement support and counselling. They also help the adults who are caring for young grieving people, including parents, school staff, and healthcare professionals.

We are supporting them with fundraising throughout the year, including:

- Wear Wellies Day
- Quiz Nights
- Bake Sale
- Christmas Jumper Day

# COMMUNITY

## Charities continued

Action Medical Research is the leading UK-wide charity dedicated to funding vital research to help sick and disabled babies, children, and young people. They have been funding medical breakthroughs for over 70 years and have helped to beat polio, fight meningitis, prevent stillbirths and develop ultrasound scanning in pregnancy, helping to save thousands of children's lives and change many more.

Today they continue to tackle the challenges of disease and disability present by funding high-quality research to save and change children's lives, including research to help children affected by COVID-19 and long COVID.

We are supporting Action Medical Research this year by completing Race the Sun in June 2024, which is a 28-mile bike ride, 9-mile hike, and 2-mile canoe across the beautiful Dorset countryside and coastline.

All reusable IT equipment is also donated to IT Schools Africa. IT Schools Africa is a UK-registered charity that provides quality education through access to e-Learning for school children in Africa whilst simultaneously in the UK.

# OUR CLIENTS AND SUPPLIERS

## Transparency and integrity

At Safehands, we are dedicated to upholding professionalism and integrity in all our endeavours, with our clients at the centre of our efforts.

Each of our clients and suppliers has expectations, and we are committed to consistently meeting those expectations with, transparency and integrity.

We have established strong policies, such as Modern Slavery and Equality and Diversity, and we are dedicated to collaborating with clients and suppliers who share our commitment to providing safe and fair working environments.

Therefore, we will continue to operate with integrity and fairness and develop ethical policies that will benefit our workplace and stakeholders.

# FAIR OPERATING PRACTICES

## Good business ethics

Working towards a better society also requires adhering to good business ethics. At Safehands Recruitment, we understand that our involvement in the public sphere demands responsible action and the maintenance of strong relationships with other organisations.

We achieve this by implementing measures, including our policies, which aim to communicate our expectations to employees and provide clarity when addressing accountability issues or activities crucial to the company's success.

We have several company policies in place related to Corporate Social Responsibility, including:

## Modern Slavery and Human Trafficking policy

Safehands Recruitment maintains a zero-tolerance approach towards any form of exploitation. Our Modern Slavery Statement, available on our corporate website, provides detailed information about what this entails for our business.

We are delighted to announce that we have held the status of Stronger Together Business Partner Advanced for the past four years. This recognition reflects our successful fulfilment of all relevant criteria and effective implementation of Stronger Together's recommended best practices for tackling hidden labour exploitation.

# FAIR OPERATING PRACTICES

## Public interest disclosure (Whistleblowing) policy

The company has a Public Interest Disclosure Policy in place to allow employees to report any wrongdoing or malpractice without fear of retaliation. The policy aims to encourage employees to voice their concerns internally rather than going outside the organisation.

## Anti-bribery policy

We are dedicated to conducting all our business with honesty and integrity. We have a zero-tolerance policy towards bribery and corruption and are committed to acting professionally and fairly in all our business dealings and relationships.

This policy strictly prohibits any form of bribery. Under no circumstances should any arrangements be made, funds set aside, or accounts set up to facilitate the payment or receipt of a bribe.

## Equality and diversity policy

Safehands Recruitment is committed to fostering a supportive and inclusive culture amongst its workforce. It is in our best interest to promote diversity and eliminate discrimination in the workplace.

Our goal is to ensure that all employees and job applicants are given equal opportunities and that our organisation is representative of all sections of society. Each employee will be respected and valued, enabling them to perform at their best.

# OUR COMMITMENTS FOR 2024

## Our employees

- Gather feedback from our employees, through the annual Engagement Survey and develop action plans for each area accordingly.
- Communicate the performance of our business to our employees through multiple media channels.
- Focus on the development of our employees, through personal development plans and tailored training.
- Continue to implement initiatives to support our colleagues' well-being.
- Develop an Equality, Diversity, and Inclusion strategy to ensure that we review and plan to keep the organisation focused on increasing equality and diversity.

## Environment

- Carbon Footprint Reduction: We are committed to reducing our carbon footprint by implementing measures to minimise greenhouse gas emissions from our operations. This includes optimising our energy usage and promoting energy efficiency. We will also assess our business travel practices and promote alternatives such as virtual meetings and telecommuting to reduce our carbon footprint associated with transportation.
- Waste Reduction and Recycling: We will continue to prioritise waste reduction and recycling efforts in our operations.
- Employee Education and Engagement: We will persist in educating and engaging our employees on environmental sustainability through regular training and awareness programs.



# OUR COMMITMENTS FOR 2024

## Community

-We are dedicated to hosting multiple events throughout the year to support local communities. We will keep encouraging our employees to engage in their local communities and conduct fundraising events from our offices to involve them directly.

## Our clients and suppliers

- We only conduct business with clients that follow ethical industry principles.
- We cooperate with our clients in a way that creates value for both the business and society simultaneously.
- Suppliers' Due Diligence – our principles should be reflected in the partners we choose to collaborate with. We look forward to working with suppliers who will actively assist us in achieving our sustainability goals.

## Fair operating practices

-We will continue to monitor our policies, processes, and operations to ensure that we continue to act in a non-discriminatory manner and that we are exceeding human rights regulations.

# LET'S TALK SOME MORE

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