

Company Name:	Rotherwood Recruitment (2020) Ltd (“The Company”) T/A Rotherwood Recruitment / Rotherwood Education / Rotherwood Cares
Policy Name:	BUSINESS ETHICS
Date:	May 2026

Rotherwood Recruitment expects and demands that each of its employees, temporary workers, and its Directors carry out their business and perform their duties to the highest ethical standards and comply with all relevant legal principles. The standard of behaviour and performance is maintained in the company’s dealings with employees, workers, clients, and all other stakeholders.

General Principles:

The Company and it’s employees will, at all times, demonstrate the highest levels of integrity, truthfulness and honesty in order to uphold both personal and corporate reputations and to inspire confidence and trust in their respective actions. The company will conduct its business in a competent, fair, impartial and efficient manner.

Health and Safety:

The Company is committed to providing a safe and healthy working environment for all of its employees and temporary workers. There is a programme of inductions for all employees and workers and all client sites are checked with full details recorded prior to agreeing to supply any workers to a new client and annual checks of client sites are also conducted. Workers will continue to receive ongoing and recorded relevant H&S training to ensure that they remain safe at work.

Environment:

The company respects the environment and the need to protect it and minimize the impact its operations have on it.

Employees and Temporary Workers:

All employees and temporary workers are treated with dignity and respect with equal opportunities given to all, irrespective of their race, religion, gender, sexual orientation, maternity, marital status, family status, disability, age, or national origin. All will be offered a safe and healthy workplace and the company will not tolerate any form of harassment.

We will ensure that:

- Employment is freely chosen: there will be no forced or bonded labour. Workers are free to leave their employment after a reasonable period,
- Child labour will not be used,
- We have adequate processes in place to identify any potential risks of modern slavery and human trafficking
- All workers will be treated fairly and with no harsh or inhumane treatment i.e. physical abuse, the threat of physical abuse, sexual or other harassment, verbal abuse or any other form of intimidation,
- All workers are paid at least the National Minimum Wage / National Living Wage,
- Wherever possible, we will try to offer regular employment to workers
- We will monitor adherence to the Working Time Directive to ensure that working hours are not excessive.



Clients:

The Company will take all reasonable care to avoid misleading statements, concealment, and overstatement in all of its advertising and public statements. It will seek to build long term partnerships with its clients by being honest and straightforward in its dealings at all times. It will respect the confidentiality of any information it may obtain in relation to its clients.

Competitors:

The Company will build its reputation on the basis of its performance alone. It will compete vigorously and lawfully and will not compete unfairly with others. It will not seek to damage the reputation of its competitors either directly or by implication.

Government, Regulators and Legislators:

The Company will seek to comply with all legislation affecting its operations. It will strive to follow the best practices in corporate governance. It will meet its tax obligations.

Giving and Receiving Gifts and Entertainment:

Employees, Directors and Temporary Workers will neither seek nor accept for themselves or others, any gifts, favours or monetary inducements. Any such offers will be immediately reported to management for further investigation.

Bribes and Corrupt Practice:

The company does not allow the direct or indirect offer, payment, solicitation or acceptance of bribes in any form. The company has a separate Anti-Bribery and Corruption Policy in place which examines these procedures in detail.