Genalog
PROVIDING SOLUTIONS FOR INDUSTRY
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Genalog Recruitment and Employment Principles

We embrace principles supportive of equal treatment without discrimination and with the protection of employment law for all staff.

They are broadly based on principles developed by the United Nations and Institute for Human Rights and Business regarding migrant workers. However, we have chosen to extend relevant principles to all our staff.

We treat all staff equally; without discrimination and with respect for their human rights. All staff enjoy the protection of relevant UK law in respect of their employment.

In particular:-

- We bear the full costs of recruitment and do not charge staff fees for hiring, placing or promoting them.
- We provide written statements of terms and conditions of employment to all staff as required by law. These documents explain everything in a clear and transparent way.
- We support the right to seek, obtain and hold employment without discrimination and with complete respect for dignity.
- We do not coerce anyone to work for us. When you choose to work for us you do so voluntarily.
- You must prove your entitlement to work in the UK. However, we do not hold or retain original passports, identity documents or residency papers. You should retain such documents personally.
- Everyone is paid regularly, in accordance with their terms and conditions. We provide a written summary of pay and deductions (pay slip) on every occasion.
- Everyone has the right to join or not join a trade union at their complete discretion.
- We provide safe and decent working conditions with suitable training as necessary. Our operations comply with or exceed statutory health and safety standards.
- We provide formal grievance provisions through which staff are free to lodge a work related complaint or raise a matter of concern.
- We do not impede anyone's freedom of movement or their opportunity to seek employment elsewhere.

<u>Our Supply Chain</u>

We also encourage our suppliers to endorse such principles to demonstrate their opposition to human trafficking and modern day slavery.

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Certified IPC/WHMA-A-620 Application Specialist