

ESG (Environmental, Social & Governance) Policy Statement 2024



Committed to People, Planet, and Profit

At Hunter Selection, we are deeply committed to the protection of the environment, supporting charities and local communities, promoting equal opportunities and wellbeing, ensuring safe and efficient working practices, and collaborating with suppliers who uphold similar values. All these efforts are underpinned by robust and transparent governance.

We are very proud to have joined the global [B Corporation movement](#) in September 2024 as we became a **Certified B Corporation**, a testament to our values-led approach and navigating a rigorous 6 months process, we join other organisations across the world who believe in using business as a 'force for good' which perfectly aligns with our **Mission**;

Our foundation is built upon being an exceptional business operating within the recruitment market, serving all stakeholders with the highest integrity and excellence.

We are committed to conducting business with a clear purpose, ensuring that our actions are mindful of environmental sustainability and positive social impact.

To further endorse how we do business;

- We are an ethical supplier member of **SEDEX**: ZC405936296, renewed annually.
- We are recruitment members of **APSCo** (The Association of Professional Staffing Companies) member number, renewed annually - HUNT0013.
- We hold a **GLAA** license (Gangmaster and Labour Abuse Authority), which is renewed each year. Reference: HUNT0007
- We have undertaken the **APSCo AMRA** (APSCo member risk assessment) ensuring compliant practices, legal & regulatory obligations and working according to best industry practices.
- We have **ICO** (Information Commissioners Office) membership, Z1723623, renewed annually.
- We hold a current **Cyber Essentials Plus** certificate which sets in place requirements to maintain data security.

Our core **Values** of Teamwork & Community, Trust & Respect, and Determination & Enjoyment are not just words, but principles that guide every aspect of our operations. These values are deeply embedded in our company culture and shape our interactions with all stakeholders.

Our **Vision** for growth is deep rooted in these values, we take immense pride in having transferred a significant portion of the company's ownership to our employees through an Employee Trust model. This move truly encapsulates our aspirations and investment in our employees, and our commitment to their growth. We are excited about our plans to transition to an Employee Ownership Trust (EOT) model in the next three years.

Our People

We recognise that our employees are our greatest asset and the key to our continued growth and success. Therefore, we are committed to providing careers, development opportunities, and working environments in which our employees can achieve their fullest potential.

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We keep everyone informed of company decisions and information through regular meetings and communication. Promoting an open and transparent culture where everyone is encouraged to contribute ideas for the future growth of the business fosters innovation and engagement among employees. This approach is key to driving our company forward and achieving continued success.

Developing future talent is fundamental to our philosophy at Hunter Selection. We believe in organic growth and nurturing talent from within to ensure a sustainable and successful future for our company.

Our investment in employee development, both personal and professional, is evident in our blended onboarding and induction processes, tailored training and unique opportunities like career sabbaticals and paid Give Back Days. This focus on growth and learning is a significant factor in our employee satisfaction and retention.

Being ranked in The Job Crowd, top 50 companies for graduates to work for in the UK, for the past four years is a testament to our dedication to providing a positive work culture, opportunities for progression, comprehensive training and a balanced work-life environment.

Every employee can access Reward Gateway, a total employee experience platform, that offers resources for physical and mental health, healthy eating, financial advice, discount codes and vouchers. We also provide AXA health insurance and believe that these are all valuable benefits that contribute to overall employee wellbeing.

Environmental

We aim to minimise our carbon footprint and reduce any negative impact on the environment to set a strong example to all stakeholders and other companies. We aim to achieve this by;

Waste Management: We identify, reduce and dispose of waste in a way that minimises harm to the environment and prevents pollution of land, air, and water.

Resource Consumption: We aim to reduce the consumption of energy and water and use renewable and/or recyclable resources wherever practical, across all offices.

Supplier & Landlord Engagement: We encourage our suppliers & landlords to implement good environmental practices and procedures that support our own targets.

Policy Maintenance: We take responsibility for the implementation & maintenance of our environmental policies, setting environmental targets for continuous improvement.

Sustainable Practices: We use chlorine-free printing paper, recycle printer toners, use rechargeable batteries, LED lights, sleep modes, draft excluders, natural light, CHP system, recycle office waste, thermostats, sun glare film, occupancy sensors and use Fair Trade products where possible.

Local Purchasing Policy: We have an environmental local purchasing policy and an environmental management system that include regular audits.

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Employee Engagement: We support the cycle-to-work scheme and encourage the use of government tax-efficient schemes for new bicycle purchases. Payslips are electronically produced to reduce paper waste.

Renewable Energy: We invested in solar panels at our head office in Portishead. In the first nine months, we generated 49% of our consumption from solar power and sent 51% back to the grid.

B Corp Journey: We strive to influence positive change through our supply chain by working with our landlords & suppliers who take their environmental responsibility seriously too. This includes using 100% green hosting from <https://krystal.io/>, for our internal CRM and website, and a B Corp certified and local supplier for our managed IT, compliance and cybersecurity services, <https://www.dialageek.co.uk/>.

Environmental objectives: For 2024 our objectives are to reduce consumption of water, waste and energy by 5% & increase the use of renewable and recycling programs.

Social

We acknowledge the impact our business has on society and we value the importance of our role in both our employee and supply chain relationships.

Equity, Diversity & Inclusion:

Hunter Selection is firmly committed to fostering equity, diversity & inclusion in our workplace. We recognise that this is integral to the success and vitality of our company and the wellbeing of our employees. We are dedicated not only to adopting these principles but also to embodying them in our daily operations, ensuring that our entire workforce is part of this journey.

In pursuit of this goal, we strive to select and promote the most qualified candidates based on merit and free from bias. We are committed to treating all employees and applicants with fairness and impartiality and we adamantly oppose any form of harassment, discrimination or intimidation.

Through our services, we actively promote these values to our clients and candidates. Our recruitment approach is centred on providing the 'best candidate for the job' which allows us to collaborate with clients and candidates to foster an inclusive hiring process. We are prepared to address any instances of discrimination originating from our colleagues, clients, candidates or within our supply chain.

Several key members of our team hold the 'APSCo Inclusive Recruiter' accreditation, demonstrating their expertise in ensuring an inclusive recruitment process and our whole workforce are trained in line with this course. This accreditation not only guarantees we promote inclusivity throughout our services but also enables our clients to tap into a more diverse talent pool.

We actively seek to support our clients on their equity, diversity and inclusion journey, all employees are trained on the basics of ED&I, understanding & managing bias, ensuring adverts are inclusive and supporting their clients in this area.

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Our advertising spend is measured in millions to achieve our mission of making sure that we have EVERY engineer & IT professional who is new to the UK employment market EVERY day, we are confident we have the most extensive reach in the market, ensuring that we are providing a shortlist representative of all candidates available.

We partner with, [Diversity Jobs Recruit](#) (10 targeted job boards) providing further confidence that we are accessing the widest possible talent pool for our clients, including those people who may have been harder to reach through other methods, for a number of reasons, - we can't guarantee a diverse shortlist, but we can guarantee our processes are inclusive and equitable.

Additionally, we have pledged our support to the <https://www.mentalhealthinrecruitment.org/> initiative, aimed at driving change in recruitment by combatting stigma and discrimination around mental health. Through these efforts, we strive to contribute to a more inclusive and equitable recruitment community.

Modern Slavery & Human Trafficking

Hunter Selection Limited acknowledges the provisions under the Modern Slavery Act 2015 and the Modern Slavery Act 2015 (Transparency in Supply Chains) Regulations 2015, and we are dedicated to preventing human trafficking and modern slavery within our business and supply chain. We are committed to maintaining transparency both within our company and our suppliers of goods and services.

As a provider of recruitment services, our supply chain is relatively straightforward compared to other industries. We collaborate with a limited number of suppliers within property and facilities management, IT and telecoms, marketing, legal and other services. Consequently we maintain close relationships with our suppliers and possess clear visibility of our supply chain.

As part of our due diligence procedures we have ensured that there is no evidence of modern slavery within our own workforce. We expect our suppliers to conduct similar assessments.

We do not directly procure any goods or services from outside the UK or EU, where risks of modern slavery are typically higher.

The Company unequivocally rejects any association with, support for, endorsement of or sponsorship of any company or organisation involved in slavery or human trafficking.

We maintain and renew annually a GLAA (Gangmaster and Labour Abuse Authority) license number: HUNT0007 and uphold ethical supplier membership with SEDEX membership number: 405936296. These credentials signify our commitment to combating modern slavery and ensuring ethical practices within our operations and supply chain.

Community relations

We actively engage in charitable initiatives and strive to positively impact the communities where we operate and reside.

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Our commitment extends beyond financial support; we actively participate in community service through initiatives like our Give Back Day, where employees are granted a paid day to volunteer for local charities fostering personal growth among our team, in 2023 we undertook 512 hours as a company and have set objectives to track impact of these hours.

Throughout the year we provide support to numerous local and national charities, including Ty Hafan, NSPCC, Children's Hospice South-West and Cancer Research. We also sponsor various activities chosen by our employees ranging from grassroots clubs, sports teams to fundraising events. During the festive season we rally behind a local cause or charity leveraging digital marketing and fundraising efforts to make a meaningful impact.

We also sponsor local events that recognise and celebrate the achievements of young engineers, apprentices and manufacturing professionals, nurturing talent within our communities.

Our commitment to education extends globally through our online training platform, www.recruitmentjuice.com/ where training hours we undertake are contributed to donating school days to underprivileged children through the 'Teach the Unreached Project'- we have generated 124 days so far.

Stakeholders' relationships:

In managing our relationships we prioritise the interests of all stakeholders, including employees, customers, suppliers, the local community and the environment. Upholding the highest standards of integrity, ethics, and fairness is paramount to us so our reputation is safeguarded as a leading player within UK IT & Technical recruitment.

Client and candidate relationships:

Client and candidate relationships are upheld honestly, fairly and with agreed standards of service. We strive to provide top quality service and support through relevant Ombudsman redress schemes, aligning with industry best practices outlined by APSCo.

Supply chain relationships:

In our supply chain relationships we prioritise honesty, fairness, and adherence to agreed terms. We ensure timely payment to landlords & suppliers and subcontractors, maintain a strict anti-bribery policy and encourage suppliers to uphold similar standards and principles. Our aim is to foster transparent and ethical relationships throughout our supply chain.

Quality Management Statement

At the core of our operations is a commitment to exceeding the expectations of both clients and candidates. To achieve this we prioritise continuous improvement and have implemented a bespoke Quality Management System (QMS) along with dedicated best practices to serve as a foundation for measuring and enhancing our performance.

Our QMS comprises several key elements:

- Regular collection and monitoring of feedback from employees, clients, and candidates through verbal and written formats, including annual surveys for landlords, employees and suppliers.

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- Comprehensive employee training facilitated through in-house induction, onboarding, ongoing programs, and collaboration with carefully selected external providers.
- Routine management reviews involving all employees.
- Transparent internal communication facilitated by an open management reporting structure.
- Annual internal audit program to ensure adherence to quality standards.
- National team meetings aimed at reviewing processes and fostering quality improvements.
- Awareness and training initiatives in response to pertinent changes in employment legislation impacting our markets.
- Annual and biannual sales conferences and team-building activities to foster teamwork and alignment.

Our ethical policy is integral to our employee handbook, ensuring that all employees are familiar with it and integrate it into their practices. While our Managing Director bears ultimate responsibility for quality, we encourage all employees to take individual accountability of their quality of service within their respective areas of responsibility.

Data Protection & Privacy

Our comprehensive data protection and privacy policy is available on our website at <https://hunterselection.co.uk/privacy-policy/>.

At Hunter Selection we prioritise the security of all data, and our employees undergo formal, ongoing training emphasising the importance of data security. They follow a structured training scheme to mitigate cyber-attacks and remain vigilant against potential threats.

All candidate and client data is securely stored on our GDPR-compliant databases. Access to this database is restricted through password protection and encryption, ensuring the highest level of data security. Additionally, we hold a current Cyber Essentials Plus certificate, which establishes stringent requirements for maintaining data security.

To safeguard our systems and data we have implemented the following security controls:

- Encryption of all devices using Bitlocker.
- Segregation of administrative accounts from day-to-day business activities.
- Logging of all data access.
- Installation of endpoint security anti-malware protection on devices.
- Monitoring of device resources.
- Enforcement of approved software installation policies.
- Regular backup of all data to a separate cloud location.
- Enforcement of password complexity requirements.
- Implementation of multi-factor authentication.
- Enforced update policies to keep PCs current.
- Limiting employee access to the minimum necessary for their roles.
- Enrolment of devices in Microsoft Endpoint Manager.
- Securing all network equipment with unique passwords and regular updates.

These measures ensure that we maintain the highest standards of data security and privacy across all aspects of our operations.

Governance

Board Structure

Ownership of Hunter Selection Limited is shared between its operational directors and employees through an Employee Benefits Trust (EBT) model, where operational directors and employees share ownership representation at the board level.

The board consists of six highly experienced operational directors, boasting a collective experience of over 120 years in technical recruitment, solution sales, marketing, and training & development.

Our Managing Director and other directors bring extensive board-level experience from listed recruitment and training companies, as well as serving in non-executive, chair and consultancy roles across commercial, educational and charitable organisations.

The board's responsibilities encompass:

- Establishing the company's vision and guiding its current operations and future development, including social & environmental goals.
- Setting the company's values.
- Defining and reviewing company goals, strategies and tactics.
- Establishing company policies.
- Evaluating external opportunities, threats and risks, as well as internal strengths, weaknesses, and risks.
- Selecting strategic options and implementing the chosen strategies effectively.
- Ensuring the organisational structure and resource capabilities align with strategic objectives.
- Determining the company's risk appetite and overseeing a robust risk management program.
- Delegating authority to management and monitoring the implementation of policies, strategies, and business plans.
- Ensuring the effectiveness of internal controls.
- Facilitating communication between management, staff, and shareholders.
- Being accountable to shareholders and responsible to relevant stakeholders, including the EBT.

Overall the board plays a pivotal role in guiding Hunter Selection Limited's strategic direction, ensuring effective governance, and fostering accountability to stakeholders.

Bribery Policy

We are committed to ensuring that all our commercial dealings meet the highest professional standards. It would never be acceptable for anyone to accept or offer bribes in any business transaction.

Bribes may come in a variety of forms such as corporate hospitality, charitable donations and personal gifts, as well as money. Anyone being offered any of these must report this to their line manager who will advise how to manage the situation. Breaches of this rule will result in disciplinary action up to and including dismissal.

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This policy applies to the Directors, our employees throughout the business, suppliers, outsource partners, consultants and to all markets in which we do business.

Whistleblowing

We actively promote a culture of transparency and openness within our company, fostering honest communication among our leadership team, employees, and all individuals involved in our business and legal affairs. We recognise that effective communication is crucial for addressing concerns regarding breaches or failures and ensuring the company's success.

Our policy is designed to offer guidance to anyone working with or within the company who may feel the need to raise certain issues with someone in confidence. We encourage individuals to speak up if they have legitimate concerns about company practices or behaviour.

We are committed to protecting whistleblowers who raise genuine concerns in the public interest under this policy. Under no circumstances will any worker face retaliation or disadvantage as a result of reporting their concerns. We uphold the principle that individuals should feel safe and supported when raising concerns, knowing that their actions contribute to the overall integrity and well-being of the company.

This is reviewed annually, and on behalf of the board of directors overall responsibility is taken by Russell Smith, Managing Director, Hunter Selection Limited.