

**Recruitment &
Labour Standard Assurance Policy.
(including Modern Slavery)**

Contents

Version Control.	1
Statement.	2
Scope & Scale of the Policy	2
Equality	2
Right To Work and Fitness To Practice	2
Roles & Responsibilities	2
Background to Labour Standard Assurance.....	3
Minimum Labour Standard	3
Training Requirements.....	4
Distribution and Awareness Plan.....	4
Approval & Review	4
Appendix 1 : Recruitment Checklist.....	5
Appendix 2 : Equality Impact Assessment	6

Version Control.

Version 1 Aug 18 Policy Created

Statement.

Southern Ultrasound shall make every effort to ensure that it recruits in a manner which is fair to all applicants, regardless of race, creed, colour, nationality or disability, whilst ensuring that all possible means to protect our Clients, the Patients those Clients serve and our long-term business interests are taken.

Scope & Scale of the Policy

Southern Ultrasound has established this policy to cover all its operations, and is committed to implement this policy in line with UK law as a SME.

Equality

Southern Ultrasound shall make every effort to avoid unlawfully discriminating within the meaning of:

- The Sex Discrimination Act 1975
- The Race Relations Act 1976
- The Race Relations (Amendment) Act 2000
- The Disability Discrimination Act 1995
- The Employment Rights Act 1996
- The Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Fixed Term Employees (Prevention of Less Favourable Treatment) Reg's 2002
- The Equality Act 2010 (and 2006)
- The Employment Equality (Religion or Belief) Regulations 2003
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Equality Act (Sexual Orientation) Regulations 2007
- The Employment Equality (Sex Discrimination) Regulations 2005
- The Employment Equality (Age) Regulations 2006
- Modern Day Slavery Act 2015
- Any other legislation relating to discrimination in employment under United Kingdom law.

Right To Work and Fitness To Practice

At recruitment, all candidates must prove beyond all reasonable doubt their:

- | | |
|--------------------------------|----------------------------|
| • Identity. | • Professional Experience. |
| • Right to Work in the UK. | • Professional Competence. |
| • Professional Qualifications. | • State Registration. |

Prior to being offered any work, all Staff will hold a current DBS certificate, at Enhanced level and full Health clearance.

Roles & Responsibilities

Southern Ultrasound has appointed a Company Director, Kevin Rendell, to act as Lead for all aspects of Modern Slavery & Labour Standards.

The nominated Director will report to the Board when issues are identified, and ensure staff training is put in place where thought necessary.

Background to Labour Standard Assurance

Southern Ultrasound Ltd has identified the following reasons to establish a comprehensive system of Minimum Labour Standards to guide its business operations.

- 1) Ethical Responsibilities – **Southern Ultrasound** accepts its obligation to its employees, customers and suppliers with in the sector we work to operate in an ethical manner.
- 2) Risk of Supply – **Southern Ultrasound** has identified that labour standards abuses in supply chain can pose a risk of supply.
- 3) Damage to the company's reputation due to adverse publicity- discovery of labour standards abuse presents a reputation and structural risk
 - a) Customers may choose to purchase supplies and services from other sources.
 - b) Staff retention and recruitment may be affected as people choose not to work for a company associated with labour standards abuses.
 - c) Loss of trust with customers and suppliers.
- 4) Quality of Goods and services – **Southern Ultrasound** recognise that there is typically a link between labour standards and poor quality of goods and services. It is in the interest of **Southern Ultrasound** to ensure that its suppliers reach the minimum labour standards at all times.

Minimum Labour Standard

Southern Ultrasound have referred to the following resource document:-

Social Accountability International SA8000 – The UN's Universal Declaration of Human Rights

- 1) **Child Labour** – Southern Ultrasound Ltd does not engage in or support the use of child labour. If Southern Ultrasound Ltd engages any young workers (Work Experience) it will ensure that a suitable risk assessment is carried out, and that any young person is not exposed to any dangerous conditions, or not work more than an 8 hour day.
- 2) **Forced or Compulsory Labour (Modern Slavery)** - Southern Ultrasound Ltd shall not engage in or support the use of forced or compulsory labour, or bonded or involuntary prison labour. Employees are free to leave upon reasonable notice.
- 3) **Health & Safety** – Southern Ultrasound Ltd shall provide a safe and healthy workplace environment and shall take effective steps to prevent potential accidents and injury to employee's health by minimizing the risk to its employees. All employees will receive safety and job training during their employment. Employees will have access to clean toilet facilities and drinking water. Health and safety responsibilities are assigned to a Company Director.
- 4) **Freedom of Association** – the freedom of association is respected and Southern Ultrasound Ltd will comply with UK labour relations legislation in regard to this.
- 5) **Discrimination** – Southern Ultrasound Ltd will not engage or support any form of discrimination in its employing of staff, salary, training, promotion, termination or retirement based on race or national or social origin, caste , religion, gender , sexual preference, political affiliations, age or other circumstance that could be classed as discrimination.
- 6) **Disciplinary Practices** – Southern Ultrasound Ltd will treat all employees with dignity and respect. Southern Ultrasound Ltd shall not or tolerate the use of corporal punishment, mental or physical bullying or verbal abuse of personnel. No cruel or inhumane treatment is allowed.

- 7) **Working Hours** – Southern Ultrasound Ltd shall comply with relevant laws & labour standards on working hours & holiday entitlement, and that all employees have the legal right to be employed in the UK. Southern Ultrasound Ltd's working hours do not exceed 48 hours per week & overtime hours do not exceed 12 hours per week.
- 8) **Remuneration**- Southern Ultrasound Ltd shall comply with national laws and regulations relating to wages and benefits. All work associated activities are carried out on the basis of a recognised employment relationship established according to national law and practice.

Training Requirements

Training requirements, as a result of this policy, are assessed by the Directors and implemented accordingly.

Staff training and awareness of this and associated policies is undertaken at induction and discussed as part of clinical appraisal.

Distribution and Awareness Plan

All staff are made aware of the policy as part of their induction training. If there are any significant changes to the policies that affect the way in which staff initiate or respond, these are communicated to them via team briefs and staff meetings.

A copy of the policy is available to all staff via the Company's on-line Governance Framework folder, and can be accessed 24/7 from any location with Web Access. A hard copy version is retained at all sites of operation and is available to view and download on the company's website

Approval & Review

This policy has been approved by the undersigned and will be reviewed annually in line with legislation changes, LSAS policy requirements and expert recommendation, to ensure that we have a suitable and effective policy.

Policy Created 24/08/18.

v1. 13/03/19

K Rendell. Director

Policy reviewed (annually):



Appendix 1 : Recruitment Checklist.

Last Reviewed – 13/03/19

- ☐ Completed CV.
- ☐ Enhanced Level, DBS certificate
- ☐ Any alternative Police check. Eg. Non UK. (if out of country over past 6 months).
- ☐ Electronic verification and Copy made of Passport and any Right to Work in UK. (Work Visa).
- ☐ Proof of residential address verified
- ☐ Pre-employment Health Questionnaire.
- ☐ GP signed HEALTH SCREENING – IMMUNISATION record (Epp/non EPP)
(With Proof of Immunity to: Hepatitis B, Varicella ,TB, Mumps, Measles & Rubella)
- ☐ Copy of current UK State Registration Certificate, plus web check for current status.
- ☐ Copy made of professional Qualification(s). Checked for authenticity
- ☐ Visible confirmation of current CPD Certificates and Portfolio over past 2 year period
- ☐ 2 Professional References. (including most recent employer)
- ☐ Passport sized colour photograph – ID Badge created

Appendix 2 : Equality Impact Assessment

An Equality Impact Assessment has been performed on this policy and procedure. The EIA demonstrates the policy is robust; there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.

		Yes/No	Comments
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	Race	No	
	Ethnic origins (inc. gypsies and travellers)	No	
	Nationality	No	
	Gender	No	
	Culture	No	
	Religion or belief	No	
	Sexual orientation including lesbian, gay and bisexual people	No	
	Age	No	
	Disability - learning disabilities, physical disability, sensory impairment and mental health problems	No	
2.	Is there any evidence that some groups are affected differently?	No	
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	NA	
4.	Is the impact of the policy/guidance likely to be negative?	NA	
5.	If so can the impact be avoided?	NA	
6.	What alternatives are there to achieving the policy/guidance without the impact?	NA	
7.	Can we reduce the impact by taking different action?	NA	