



APOLLO RECRUIT

Human Rights Policy

Apollo Recruitment Solutions Ltd

1. Introduction

Apollo Recruitment Solutions Ltd ("the Company") is committed to upholding and promoting human rights in all aspects of its operations. The Company recognises its responsibility to respect and support fundamental human rights as set out in the Universal Declaration of Human Rights and relevant UK legislation. This policy outlines our commitment to ensuring ethical and fair treatment of all individuals associated with our business.

2. Purpose

The purpose of this policy is to:

- Ensure respect for human rights in all business activities.
- Promote fair and ethical employment practices.
- Prevent human rights abuses within our supply chain and business operations.
- Provide guidance on addressing human rights concerns.

3. Scope

This policy applies to all employees, contractors, suppliers, business partners, and other stakeholders associated with Apollo Recruitment Solutions Ltd.

4. Core Principles

Apollo Recruitment Solutions Ltd is committed to the following core principles:

- **Equality and Non-Discrimination:** The Company ensures that all employees and stakeholders are treated fairly, irrespective of race, gender, age, disability, religion, sexual orientation, or any other protected characteristic.
- **Fair Employment Practices:** The Company upholds fair wages, reasonable working hours, and safe working conditions. Forced labour, child labour, and exploitative employment practices are strictly prohibited.
- **Freedom of Association:** Employees have the right to join trade unions, collective bargaining groups, and worker organisations without fear of retaliation or discrimination.
- **Health and Safety:** The Company provides a safe and healthy working environment, complying with UK health and safety laws and best practices.
- **Anti-Harassment and Bullying:** The Company fosters a culture of respect and has a zero-tolerance policy towards harassment, bullying, or any form of workplace abuse.
- **Supply Chain Responsibility:** The Company ensures that suppliers and business partners comply with ethical labour practices and respect human rights.

5. Reporting and Addressing Human Rights Concerns

Any employee or stakeholder who suspects a human rights violation is encouraged to report it through the following channels:

- Line Manager
- Human Resources Department
- Confidential Reporting (Whistleblowing) Hotline [Insert Contact Details]

The Company will investigate all reports fairly and confidentially, ensuring that no individual faces retaliation for raising genuine concerns.

6. Compliance and Monitoring

Apollo Recruitment Solutions Ltd will regularly review and monitor its human rights commitments by:

- Conducting audits of internal policies and supply chain practices.
- Providing training and awareness programs for employees.
- Collaborating with industry bodies to enhance human rights protections.

7. Review and Updates

This policy will be reviewed annually to ensure continued compliance with UK human rights legislation and international best practices.

8. Policy Approval

This Human Rights Policy is approved by the Directors of Apollo Recruitment Solutions Ltd and is effective from the date of publication.