



Human Rights Policy

Company Name:	'Proman' is the trading name of all companies of the Proman group including HEADS Recruitment Ltd, HEADS Engineering Ltd and Proman Recruitment Ltd ('the Company')
Policy Name:	Human Rights Policy
Date:	June 2019
Version:	1

Respect for human rights is fundamental to the sustainability of PROMAN and the communities in which we operate. In our Company and supply base, we are committed to ensuring that people are treated with dignity and respect.

The PROMAN Human Rights Policy is guided by international human rights principles encompassed in the Universal Declaration of Human Rights, the International Labour Organisation's Declaration on Fundamental Principles and Rights at Work, the United Nations Global Compact and the United Nations Guiding Principles on Business and Human Rights.

The Human Rights Policy applies to PROMAN which is the trading name of Proman Recruitment Ltd, HEADS Recruitment Ltd, & HEADS Engineering Ltd and the facilities that it manages. PROMAN is committed to working with and encouraging our supply chain partners to uphold the principles in this Policy and to adopt similar policies within their businesses.

Respect for Human Rights

PROMAN respects human rights. It is committed to identify, prevent, and mitigate adverse human rights impacts resulting from or caused by our business activities before or if they occur through human rights due diligence and mitigation processes.

Community and Stakeholder Engagement

PROMAN recognises its impact on the communities in which it operates. We are committed to engaging with stakeholders in those communities to ensure that we are listening to, learning from and taking into account their views as we conduct our business. Where appropriate, we are committed to engaging in dialogue with stakeholders on human rights issues related to our business. We believe that local issues are most appropriately addressed at the local level. We are also committed to creating economic opportunity and fostering goodwill in the communities in which we operate through locally relevant initiatives.

Valuing Diversity

PROMAN values the diversity of the people with whom we work and the contributions they make. We have a long-standing commitment to equal opportunity and intolerance of discrimination and harassment. We are dedicated to maintaining workplaces that are free from discrimination or harassment on the basis of race, sex, colour, national or social origin, religion, age, disability, sexual orientation, political opinion or any other status protected by applicable law. The basis for recruitment, hiring, placement, training, compensation and advancement at PROMAN is values, performance, skills and experience and qualifications.

Regardless of personal characteristics or status, PROMAN does not tolerate disrespectful or inappropriate behaviour, unfair treatment or retaliation of any kind. Harassment is unacceptable in the workplace and in any work-related circumstance outside the workplace. These principles apply not only to Company employees but also to the business



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partners and suppliers with whom we work. Please refer to PROMAN's Equality and Diversity policies, and Bullying and Harassment policies, set out in the Companies Policies (or upon request).

Freedom of Association and Collective Bargaining

PROMAN respects our employees' right to join, form or not to join a trades union without fear of reprisal, intimidation or harassment. Where employees are represented by a legally recognised union, we are committed to establishing a constructive dialogue with employees freely chosen representatives. PROMAN is committed to consulting in good faith with such representatives.

Safe and Healthy Workplace

PROMAN provides a safe and healthy workplace and complies with applicable health, safety and environmental laws, regulations and internal requirements. We are dedicated to maintaining a productive workplace by minimising the risk of accidents, injury and exposure to health risks. We are committed to engaging with our employees to continually improve health and safety in our workplaces, including the identification of hazards and remediation of health and safety issues. PROMAN has designated Health and Safety policies set out in its Staff Handbook and Drivers Handbook. PROMAN provides regular training to employees in safety critical roles and has designated Safety Representatives on each of its sites, to address health and safety concerns.

Workplace Security

PROMAN is committed to maintaining a workplace that is free from violence, harassment, intimidation and other unsafe or disruptive conditions due to internal and external threats. Security safeguards for employees are provided as needed and will be maintained with respect for employee privacy and dignity. Please see our Bullying and Harassment policy for more details.

Forced Labour and Human Trafficking.

PROMAN prohibits the use of all forms of forced labour, including prison labour, indentured labour, bonded labour, military labour, slave labour and any form of human trafficking. PROMAN complies with its obligations under the Modern Slavery Act 2015 and its Modern Slavery Statement is available to view on its website: <https://www.proman-uk.com/Preventing-Labour-Exploitation>

PROMAN also has a Tackling Modern Slavery Policy in place which is available on the website and set out in Company Policies (or upon request).

Child Labour

PROMAN prohibits the recruitment and employment of young people who are below the minimum school leaving age in any country in which it operates.

Work Hours, Wages and Benefits

PROMAN compensates direct employees competitively relative to the industry and local labour market. We operate in full compliance with applicable wage, work hours, overtime and benefits laws.

Guidance and Reporting for Employees

PROMAN creates workplaces in which open and honest communications among all employees are valued and respected. We operate employee forums to increase communication across all levels of the business. PROMAN is committed to following all applicable labour and employment laws wherever we operate. If you believe that a conflict arises between the language of the policy and the laws, customs and practices of the place where you work,



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if you have questions about this policy or if you would like to report a potential violation of this policy, you should raise those questions and concerns (PROMAN will make every effort to maintain confidentiality) or report potential violations to your Divisional Manager or a Company Director or in accordance with PROMAN's Whistleblowing Policy set out in Company Policies (or upon request).

No reprisal or retaliatory action will be taken against any employee for raising concerns under this policy. PROMAN is committed to investigating, addressing and responding to the concerns of employees and to taking appropriate corrective action in response to any violation.

Signed:

A handwritten signature in black ink, appearing to read "PR", with a long horizontal stroke extending to the right.

Patrick Ramsdale
Director

Jun 2019