



Auto Skills UK recognise that Corporate Social Responsibility (CSR) matters are of increasing importance to staff and interested parties, including candidates and clients, and are fundamental to the continued success of the organisation.

Auto Skills UK believes that its CSR Policy shall provide long-term benefits to its employees, customers, partners and individuals in all communities around the world, and will focus on the eight key areas:

**Employees** – Respecting the values of employees, providing good conditions of work and equal opportunities, improving employee satisfaction and through training, developing their intellectual capacity for their greater benefit and quality of life.

**Health and Safety** – Embedded in all activities and processes for the provision of a safe working environment, wherever that may be.

**Environmental Impacts** – Managing business development activities in order to maximise on recycling opportunities and minimise the risk of pollution, waste and nuisance to neighbours.

**Sustainable Development** - Long term impacts arising from the communities that the group interact with including energy efficient of dwellings, transport, meet social and economic needs.

**Relationships with Customers** – Being responsive to customer needs and providing a quality assured service that intrinsically incorporates all relevant legislative considerations.

**Suppliers and Partners** – Treating suppliers fairly and driving CSR codes of practice throughout the goods and services supply chain.

**Community Involvement** – Charitable giving and engagement with local communities through funding, support and work experience programmes.

**Ethos** – Encouraging high standards of professionalism throughout the company and promoting best practice in respect of ethical behaviour.

The organisations CSR shall be implemented and maintained through the following key policies:

- Equal Opportunities & Diversity
- Ethical Conduct
- Anti-Bribery
- Whistleblowing Policy
- Health & Safety
- Environmental



Auto Skills UK believes that ethical conduct is not simply compliance with legal requirements, but extends to honesty, respect for and equitable treatment of others, integrity and social responsibility.

Auto Skills UK actively demonstrates commitment to professional and ethical recruitment by adhering to the REC Code of Professional Practice and the following principles:

**Respect for Laws** – Complying with all relevant legislation, statutory and non-statutory.

**Respect for Honesty and Transparency** – Acting honestly in all dealings with work seekers, clients, members, non-members and others.

**Respect for work Relationships** – No undertaking actions that may unfairly or unlawfully jeopardise a work seeker’s employment or interfere in work relationships established by others.

**Respect for diversity** – Adhering to the spirit of all applicable human rights, employment laws and regulations and will treat works seekers, clients and others without prejudice or unjustified discrimination.

**Respect for Safety** – Acting diligently in assessing risks to work seekers and clients and not knowingly put at risk candidates, clients or others.

**Respect for professional knowledge** – Working diligently to develop and maintain a satisfactory level of relevant and current professional knowledge.

**Respect for Certainty of Engagement** – Supply work seekers with full details of the work, conditions of employment, the nature of the work to be undertaken, rates of pay, method and frequency of payment and pay arrangements in accordance with requirements of current legislation.

**Respect for Prompt and Accurate Payment** – Pay promptly and accurately any wages and benefits due in accordance with any agreed terms and legal requirements.

**Respect for ethical International Recruitment** – Members must supply all overseas work seekers with the same level of information as set out in the principle above. In addition, information provided should include details of the likely cost of living in the area the prospective hirer is situated., the likely length of the job in question and the state of the employment market in the field they are being recruited into.

**Respect for Confidentiality and Privacy** – Observing the highest principles of integrity, professionalism, equity and fair practice to maintain the confidentiality and privacy of candidate and client information and should respect the confidentiality of records in accordance with law and good business practice.

Auto Skills UK are pleased to engage with all interested parties regarding CSR matters.