



ETHICAL TRADING POLICY

Ignite Temps Limited

1. Purpose

Ignite Temps Limited is committed to conducting business ethically, responsibly, and transparently throughout all areas of its operations and labour supply chain.

This policy outlines the company's commitment to protecting workers' rights, preventing exploitation, promoting fair recruitment practices, and maintaining compliance with UK employment legislation and GLAA licensing standards.

2. Scope

This policy applies to directors, employees, temporary workers, labour providers, suppliers, subcontractors, clients, and business partners involved in Ignite Temps Limited operations within the United Kingdom.

3. Legal and Regulatory Framework

Ignite Temps Limited is committed to complying with GLAA Licensing Standards, the Modern Slavery Act 2015, Employment Rights Act 1996, National Minimum Wage Act 1998, Working Time Regulations 1998, Equality Act 2010, Health and Safety at Work Act 1974, and the UK Bribery Act 2010.

4. Ethical Trading Principles

Ignite Temps Limited is committed to ensuring employment is freely chosen, workers are treated fairly, working conditions are safe, child labour is not used, and discrimination or exploitation is prohibited.

5. Prevention of Modern Slavery and Labour Exploitation

The company operates a zero-tolerance approach to forced labour, human trafficking, debt bondage, worker coercion, retention of identity documents, physical abuse, and exploitative recruitment practices.

Any concerns regarding exploitation or modern slavery must be reported immediately.

6. Fair Recruitment Practices

Ignite Temps Limited will ensure workers are recruited legally and fairly, no unlawful recruitment fees are charged, contracts are clear, pay rates are transparent, and right to work checks are completed lawfully.



7. Wages, Working Hours, and Benefits

The company will ensure workers receive at least the National Minimum Wage or National Living Wage, appropriate rest breaks, statutory entitlements, payslips, and lawful payment arrangements.

8. Equality, Diversity, and Respect

Ignite Temps Limited promotes an inclusive workplace free from discrimination, bullying, harassment, or victimisation. All workers must be treated with dignity and respect.

9. Health, Safety, and Welfare

The company is committed to providing safe working environments, carrying out risk assessments, promoting worker welfare, and encouraging safe working practices.

10. Freedom of Association

Ignite Temps Limited recognises workers' rights to join trade unions, participate in worker representation, and raise concerns collectively where lawful.

11. Ethical Conduct and Anti-Bribery

The company prohibits bribery, corruption, fraudulent activity, falsification of records, and exploitative business practices. All personnel must comply with the company's Anti-Bribery & Corruption Policy.

12. Supply Chain Standards

Ignite Temps Limited expects suppliers and labour providers to operate legally and ethically, prevent worker exploitation, maintain safe working conditions, and cooperate with audits or compliance checks.

13. Reporting Concerns

Employees, workers, and third parties are encouraged to report concerns relating to exploitation, unsafe conditions, discrimination, corruption, or breaches of this policy.

Reports will be treated seriously and confidentially where possible.

14. Training and Awareness

The company will provide relevant training and guidance regarding ethical recruitment, GLAA compliance, modern slavery awareness, worker welfare, equality and diversity, and reporting procedures.



15. Monitoring and Compliance

Ignite Temps Limited will monitor compliance with this policy, assess labour supply chain risks, investigate concerns promptly, and take corrective action where necessary.

16. Breach of Policy

Breaches of this policy may result in disciplinary action, removal from assignments, termination of contracts, removal from approved supplier lists, or referral to regulatory authorities.

17. Monitoring and Review

This policy will be reviewed regularly to ensure ongoing compliance with UK legislation, GLAA licensing standards, modern slavery obligations, and industry best practice.

18. Policy Ownership

Policy Owner: Ignite Temps Limited

Review Frequency: Annually

Approved By: Director, Ignite Temps Limited

Next Review Date: 12 Months from Issue Date