



## Modern Slavery and Human Trafficking Statement

### Introduction

CSS Recruitment & Training is committed to ensuring there is no modern slavery or human trafficking in our supply chain or in any part of our business. We are opposed to such worker exploitation in our direct operations, our indirect operations and our supply chain as a whole.

This statement is made in accordance with Section 54, Part 6 of the Modern Slavery Act 2015 and the CSS Directors have overall responsibility for implementing and reviewing this statement, as well as monitoring the use and effectiveness of its content and proposals to eradicate modern slavery and human trafficking in our supply chain.

### Business

CSS Recruitment & Training is a recruitment & training service provider that operates in the temporary labour market in the UK. CSS employs 65 internal employees that all work in our branch offices in Braintree, East Ham, Thetford and Kings Lynn. CSS supply temporary and permanent labour, engaged as employees, to the industrial, construction, driving, airport and commercial sectors primarily. All staff are paid via PAYE and are reimbursed for costs incurred for official visits or business travel (this may include travel, food, drinks and lodgings).

The following is a non-exhaustive list of policies and documentation that assist CSS with our approach to prevent modern slavery and human trafficking in our operations:

- **QL-856 - Whistleblowing Policy** — our whistleblowing policy provides a mechanism for our employees to report concerns within CSS and our clients.
- **QL-002 - Preventing Hidden Labour Exploitation Policy** — our preventing hidden labour exploitation policy demonstrates CSS's commitment to preventing slavery and human trafficking and sets out the steps in place with the aim of ensuring there is no worker exploitation in CSS's own business and supply chains. It educates our employees on the action to take if they believe or suspect that there has been a breach of the policy.
- **QL-003 - Equal Opportunities Policy** — our equal opportunities policy reflects our commitment to acting ethically and with integrity in all our business relationships.
- **Verification of identity and right to work** — we undertake Right to Work checks on our employees in line with the Home Office requirements and our internal process QPRO-014 – Right to Work Checking Process.

CSS is a Member of the REC (Recruitment & Employment Confederation Membership number 6961) and are certified with ISO 9001/2015 Quality Management System Certificate number 11149-QMS-001

### Supply Chains

Our business partners include, but are not limited to, our clients. We have detailed Terms of Business in place with our clients. Ultimately, we expect our business partners to promote the same standards within their own supply chains. CSS will never, knowingly, enter a business relationship with any organisation involved in modern slavery or human trafficking.

As a recruitment service provider, the key areas of our operation that could be affected by modern slavery and human trafficking are our directly hired employees. Forced labour, servitude and trafficking of labour are key areas of consideration for us.

Our employees and those we work with are encouraged to challenge any unethical, dishonest or unacceptable behaviour. All concerns raised will be treated seriously and will be investigated with the relevant parties, without bias, with absolute discretion and appropriate action will be taken by the relevant party where required.

### **Due Diligence Process**

All CSS's internal staff are trained on the due diligence procedures appropriate to high risk activity which could assist in identifying a case of modern slavery as detailed below:

- CSS check the right to work documentation of employees to confirm legitimacy of their right to work in the UK. Relevant documents are inspected and photocopied and records are kept in line with the UK Home Office guidance. When appropriate, CSS's internal employees are trained to advise Immigration Enforcement of any issues with right to work documentation.
- All employees are paid to either a bank account, via cheque or by the One Pay card system. All account must be in their own name.
- Limited company contractors must be paid through a limited company bank account. We undertake due diligence on all limited company contractors via a prescribed checklist drafted specifically for the engagement of limited company contractors.
- On an ongoing basis, responsibility lies with the CEO to ensure that our processes, training and our understanding of the issues involved in modern slavery are kept up to date.

### **Next Steps**

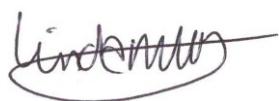
We understand that the risk of modern slavery is ongoing and so, we must continue to improve our processes in the years ahead, with particular focus on:

- Update CSS's training procedures on modern slavery including, but not limited to, how to identify the signs that a worker is potentially being exploited and what processes to follow if potential issues surrounding modern slavery are identified. We will repeat this training annually and update it as necessary.
- Include modern slavery training as part of the internal induction process.
- Obtaining our clients' and suppliers' anti-slavery policies and, where applicable, their modern slavery statements so we can begin to assess where we can work together to combat modern slavery in our supply chain.

CSS holds a Gangmasters & Labour Abuse Authority (GLAA). GLAA public register names or specifies those authorised to act as a Gangmasters on behalf of the license holder. Licence No: CONT0002.

This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015.

**Signed:**



Linda Miller - CEO

**Date:** 19<sup>th</sup> February 2026

**Review Date:** 19<sup>th</sup> February 2027