

Jonathan Lee Recruitment is a leading provider of recruitment services and therefore we have a direct input into the lives of our employees, candidates and clients, as well as our suppliers and the wider community. We have an ongoing and dedicated commitment to acting ethically in all service areas and this ensures a high level of quality is reflected in our social and environmental responsibilities.

### **Responsibility to our Employees**

Jonathan Lee Recruitment values its employees highly and therefore we offer a variety of benefits to staff:

- A structured career path with detailed levels of promotion
- Structured training programme
- Sophisticated IT systems
- Commission structures and bonus scheme
- Competitive basic salary and uncapped commission scheme
- Opportunity to work for a market leader
- Contributory pension scheme
- Social clubs and activities
- Company car or car allowance
- Positive working environment
- Long service awards
- Peer-to-peer recognition and reward scheme
- Support - In-house Administration, IT, Accounts, Managed Service Division and Marketing Department to provide support to the teams

### **Communication**

We appreciate the importance of effective communication and actively encourage the involvement of our employees in the development of both their careers and Jonathan Lee as a business:

- Reviews - In their regular reviews, all employees are encouraged to suggest new ideas and improvements to their working practices and our overall service
- Feedback - Consultants are encouraged to give feedback following training courses, in order to ensure that the most effective and appropriate training is carried out
- Regular communications from Senior Management Team and Directors including surgery sessions
- Weekly business updates, news and content, delivered through our Intranet
- Professional Development - Jonathan Lee Recruitment supports and encourages the professional development of employees, allocating college time and financing qualifications where appropriate
- Successes - our peer to peer recognition and rewards scheme means that all staff can be recognised for good work and support of the Company Vision, Mission and Values
- Social Events - To promote a strong team culture and bond between colleagues, the Company organises regular social and sporting events for our employees

### **Equal Opportunities**

Jonathan Lee Recruitment is an Equal Opportunities employer. As such, we aspire to reflect our diversity values in our internal recruitment procedures as well as our work ethics as a recruitment agency. We are committed to a policy of equal opportunities for all.

Jonathan Lee Recruitment operates an Equal Opportunities and Diversity Policy in accordance with existing, as well as imminent legislation, including but not limited to the Race Relations Act 1976 (as amended), the Sex Discrimination Act 1975 (as amended), and the Disability Discrimination Act 1995 (as amended).

Jonathan Lee Recruitment treats everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, religion, ethnic or national origin, membership or non-membership of a trade union, working hours or whether on a fixed-term or permanent contract. We ensure that we do not discriminate in all areas of recruitment, promotion, dismissal and redundancy.

Moreover, we review, on an ongoing basis, all aspects of recruitment to avoid unlawful or undesirable discrimination or harassment on those grounds.

### **Health and Safety**

We have an established Health and Safety Policy and Procedures which ensure that Jonathan Lee Recruitment:

- Provides proper and adequate control of the Health and Safety risks arising from our work activities
- Consults with our employees on matters affecting their Health and Safety
- Provides and maintains safe equipment/plant
- Ensures safe handling and use of substances
- Provides information, instruction and supervision for employees
- Ensures all employees are competent to do their tasks and give them adequate information, instructions and training
- Prevents accidents/cases of work related ill health
- Maintains safe and healthy working conditions
- Monitors and revises our Management System to ensure it remains relevant and appropriate to our activities

All employees have a responsibility to uphold this policy and comply with Health and Safety obligations and this is incorporated into all employee inductions and training. We provide all employees with Health and Safety equipment where applicable.

### **Training**

As a member of the REC, many of our consultants are REC qualified or are currently undertaking the examinations. We also provide ongoing training to our consultants to ensure a constant up to date knowledge of best practice in the recruitment industry and all relevant legislation.

Our structure of super-users for all of our systems and operating processes provides constant support and training, along with the Academy section of our intranet which hosts easily accessible best practice guides and manuals.

### **Responsibility to the Community**

Jonathan Lee Recruitment realises how important it is to be involved with community projects at a local level and encourages close links between the Company, institutions, charities and local authorities as well as participation in local events:

- We have a corporate charity fund through which our staff can nominate local and national charities to receive recognition
- We have a Chairman's charity, nominated annually that receives all proceeds from our dress-down Fridays throughout the year
- We sponsor Stourbridge Rugby Club and hold social and networking events at their matches
- We support our colleagues in any charitable endeavours or activities and promote their efforts through our social media channels

### **Responsibility to the Environment**

Jonathan Lee Recruitment recognises its obligations to the Environment through our services and therefore we are continually striving to improve the impact we have on our surrounding environment as outlined in our Environmental Policy.

The Maltings, Mount Road, Stourbridge,  
West Midlands DY8 1HZ

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Jonathan Lee Recruitment Limited. Registered in England No. 3724865

Registered Office: The Maltings, Mount Road, Stourbridge, West Midlands DY8 1HZ

JL 012 048\_R3 September 2022/Corporate Social Responsibility Policy/Reviewed and Approved by: D Hale

All employees are advised of our policy and we are continually developing our processes to improve our impact on the environment. All our waste consumable materials are recycled and our IT systems have been developed to significantly reduce paper waste. Our commitment to reducing the impact on the environment has ensured continual improvement and we are always striving to enhance our environmental contribution.

### **Energy**

Jonathan Lee Recruitment appoints an Environmental Champion for the business, a staff member who is a passionate advocate of sustainability and environmental issues and who is prepared to go the extra mile to drive this initiative for the business.

The Champion role is key to achieving behaviour change in staff and to be a beacon for good environmental practices and to understand environmental issues that impact at local, national, and global levels. The role involves:

- Working with the management team to develop the Environmental Strategy for the business
- Setting clear, achievable goals and objectives for the business
- Setting realistic timescales for project activities
- Identifying and planning resource needs, e.g. equipment
- Monitoring progress and identifying actions needed to correct any problems or delays
- Reporting progress to management
- Standing back from the detail of day-to-day activities to see if key areas are being neglected and/or to ensure that resources are being used effectively

### **Transport**

Jonathan Lee Recruitment accepts that motor vehicles are responsible for significant emissions to the atmosphere and therefore by reducing the use of vehicles and thereby the effects of them, we can benefit the environment and contribute to improving both the health of our staff and the general public:

- Jonathan Lee Recruitment only purchases electric or hybrid cars for Company car purposes
- We encourage those staff for whom it is possible, to walk or cycle to work
- We encourage our staff to use car sharing schemes to travel to and from the office
- We endeavour to ensure the most effective use of Company vehicles by arranging for members of staff to travel in one vehicle where possible, for client and contractor visits
- We provide the drivers of Company vehicles with information and instruction in energy efficient driving techniques

### **Waste**

To reduce negative environmental impacts, we recognise that it is important to reduce the quantities of materials used in the office and to encourage the reuse and recycling of office materials and the use (where appropriate) of less environmentally damaging materials. Jonathan Lee Recruitment will take all appropriate steps to reduce the amount of 'raw material' usage within the office environment:

- We operate a Clear Desk Policy (JL 015 007), minimising the printing of documents and managing information digitally wherever possible to reduce paper usage and toner usage
- All toners in printers and copiers are recyclable and an established recycling scheme has been implemented for these products
- All magazines, newspapers and journals are recycled
- Recycling facilities for paper, cardboard, plastic and glass are provided