



4RECRUIT

Code of Business Conduct & Ethics



Connecting Great Companies With Top Tech Talent

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1. Foreword

Foreword

Dear colleagues, partners and customers,

We believe how we conduct our business is just as crucial as the business itself. Our unwavering commitment to integrity is essential to ensuring that i4Recruit remains a respected company that people want to do business with, and a place where our employees are inspired to do their best work.

Our Code of Business Conduct and Ethics reflects the commitments and expectations we have for how we act and make decisions.

We value and encourage a transparent environment where people feel comfortable asking questions, respectfully disagreeing, and raising concerns. We hold each other accountable for doing what's right and challenge each other to do better, every day. This is the collective responsibility that we all share and ensures that we are all doing our part to protect i4Recruit's outstanding reputation. By always following our code, we make it clear that being honest, fair, and principled is our universal way of operating.

Thank you for maintaining and supporting the strong ethical culture that makes i4Recruit a trusted recruitment partner to our customers and a great place to work.



Abdul Mukith
Founder & CEO



2. Mission, Vision & Values



Mission

We help companies recruit top tech talent from around the world and support job seekers in finding meaningful work that matches their skills and aspirations.



Vision

We're creating a future where talent truly knows no borders and your dream job isn't limited by where you live.



Values

The principles that guide our business are embodied in our DIGITAL Value Framework: Diversity, Equality, & Inclusion; Integrity; Growth; Innovation; Teamwork; Accountability; and Leadership

3. Code of Business Conduct & Ethics

1. Introduction

Our Code of Business Conduct and Ethics outlines our commitment to our core values of Diversity, Equality, and Inclusion; Integrity; Growth; Innovation; Teamwork; Accountability; and Leadership; and sets forth the basic standards of business ethics, professional conduct, and proper behaviour.

The code guides every action and decision we make at all levels and applies to everyone working with or on behalf of i4Recruit, including all directors, employees, and contingent staff

We are all responsible for honouring, upholding, and practising the code in our daily work, and any violations may result in disciplinary action up to and including discharge.

2. Purpose

- i4Recruit (“the Company”) is committed to the practice of responsible corporate behaviour.
- Through its business practices the Company seeks to protect and promote the human rights and basic freedoms of all its employees and agents.
- Further the Company is committed to protecting the rights of all those whose work contributes to the success of the Company, including those employees and agents of suppliers to the Company.
- The Company is also committed to eliminating bribery and corruption. It is essential that all employees and persons associated with the Company adhere to this policy and abstain from giving or receiving bribes of any form.
- This policy is non-exhaustive, and all aspects of the Company’s business should be considered in the spirit of this policy.

3. Human Rights

- The Company is vehemently opposed to the use of slavery in all forms; cruel, inhuman, or degrading punishments; and any attempt to control or reduce freedom of thought, conscience, and religion.
- The Company will ensure that all its employees, agents and contractors are entitled to their human rights as set out in the Universal Declaration of Human Rights and the Human Rights Act 1998.
- The Company will not enter into any business arrangement with any person, company or organisation which fails to uphold the human rights of its workers or who breach the human rights of those affected by the organisation’s activities.

For more information:

- [Modern Slavery & Human Trafficking Statement](#)

4. Workers' Rights

- The Company is committed to complying with all relevant employment legislation and regulations. The Company regards such regulations and legislation as the minimum rather than the recommended standard.
- No worker should be discriminated against because of age, gender, race, sexual orientation, religion or beliefs, gender reassignment, marital status, or pregnancy. All workers should be treated equally. Workers with the same experience and qualifications should receive equal pay for equal work.
- No worker should be prevented from joining or forming a staff association or trade union, nor should any worker suffer any detriment as a result of joining, or failing to join, any such organisation.
- Workers should be aware of the terms and conditions of their employment or engagement from the outset. Workers must be made aware of the wage that they receive, when and how it is to be paid, the hours that they must work and any legal limit which exists for their protection and any overtime provisions. Workers should also be allowed such annual leave, sick leave, maternity or paternity leave and such other leave as granted by legislation.
- The Company does not accept any corporal punishment, harassment, or bullying in any form.

For more information:

- [Equal Opportunities & Diversity Policy](#)
- [Health & Safety Policy](#)

5. Environmental Issues

- The Company is committed to keeping the environmental impact of its activities to a minimum and has established an Environmental Policy in order help achieve this aim.
- As an absolute minimum, the Company will ensure that it meets all applicable environmental laws in whichever jurisdiction it may be operating.

For more information:

- [Environmental Policy](#)

6. Information & Confidentiality

- Information received by employees, contractors or agents of the Company will not be used for any personal gain, nor will it be used for any purpose beyond that for which it was given.
- The Company will at all times ensure that it complies with all applicable requirements of the Data Protection Legislation. "Data Protection Legislation" means all applicable legislation in force from time to time in the United Kingdom applicable to data protection and privacy including, but not limited to, the UK GDPR (the retained EU law version of the General Data Protection Regulation ((EU) 2016/679), as it forms part of the law of England and Wales, Scotland, and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018); the Data Protection Act 2018 (and regulations made thereunder); and the Privacy and Electronic Communications Regulations 2003 as amended.

For more information:

- [Data Protection Policy](#)

7. Conflicts of Interest

- The Company holds as fundamental to its success the trust and confidence of clients, suppliers, and employees. Conflicts of interest potentially undermine the relationship of the Company with its partners.
- The Company has developed a Corporate Hospitality and Gifts Policy, which provide rules and guidelines concerning the conduct of its officers and employees aimed at minimising the possibility of conflicts of interest and at avoiding risks associated with bribery and corruption.
- All officers, employees and representatives of the Company are expected to act honestly and within the law.

For more information:

- [Hospitality & Gifts Policy](#)

8. Bribery & Corruption

- The Company is fundamentally opposed to any acts of bribery and to the making of facilitation payments as defined by the Bribery Act 2010.
- Employees and any other persons associated with the Company such as agents, subsidiaries and business partners are not permitted to either offer or receive any type of bribe and/or facilitation payment.
- All employees are encouraged to report any suspicion of corruption or bribery within the Company in accordance with the Whistleblowing Policy.
- Should any employee or associated person be in doubt when receiving or issuing gifts and hospitality, he/she must refer to the Gift and Hospitality Policy.
- The Company uses its reasonable endeavours to implement the guidance principles on bribery management that are published, from time to time, by Secretary of State in accordance with Section 9 of the Bribery Act 2010.
- If an employee or associated person is found guilty of giving or receiving a bribe, he/she will be personally criminally liable and may be subject to disciplinary action.
- Anyone found guilty of bribery, will be responsible for bearing any related remedial costs such as losses, court fees or expenses.

For more information:

- [Anti-Bribery Policy](#)
- [Whistleblowing Policy](#)

9. Suppliers & Partners

- The Company expects all suppliers and partners to uphold similar ethical and moral standards.
- The Company will investigate the ethical record of potential new suppliers before entering into any agreement. Further, the Company reserves the right to request information from suppliers regarding the production and sources of goods supplied.
- The Company reserves the right to withdraw from any agreement or other arrangement with any supplier or partner who is found to have acted in contravention of the spirit or principles of this ethical policy.

Contact Us

If you have any queries about this code, please contact:



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