Ethical Recruitment Policy

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Document owner	Ignite Talent Group Ltd
Approved by	Nicholas Ryan, Director
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This policy states the corporate position for clients, candidates, workers, suppliers and stakeholders as applicable.

Ethical Recruitment Policy

Ignite's commercial success depends on trust with candidates, workers, clients and consultants. Ethical recruitment requires transparency, accuracy, confidentiality, fairness and respect at every stage of the recruitment cycle.

Purpose

This policy sets out the behavioural and operational standards expected when sourcing, representing, introducing, placing or supplying candidates and workers.

It applies to permanent recruitment, temporary recruitment, labour supply, contract recruitment and vertical-specific activity.

Scope

This policy applies to Ignite Talent Group Ltd and to each Ignite recruitment vertical where the policy is relevant to its operations, client work, candidates, workers, consultants, employees and supply-chain relationships.

Where a vertical has a sector-specific requirement, that requirement should be read with the relevant appendix or operational procedure. Construction-specific controls are applied more rigorously where client sites, labour supply, temporary assignments, training evidence or framework onboarding require additional assurance.

Policy commitments

- Represent candidates honestly and only with appropriate authority.
- Advertise roles accurately and avoid misleading job, pay or opportunity claims.
- Protect candidate and client confidentiality.
- Avoid discriminatory shortlisting or selection practices.
- Maintain clear boundaries around gifts, commission, conflicts and client influence.
- Ensure agency workers and temporary workers receive appropriate information before engagement.
- Respect candidates' right to choose other opportunities and employers.

Responsibilities

Directors and senior leaders

- Set the policy direction, provide resources, and maintain accountability for the governance framework.
- Ensure material risks are reviewed and that controls remain proportionate to the size, risk profile and vertical activity of the group.

Managers and consultants

- Apply the policy in day-to-day recruitment, client, candidate and worker interactions.
- Keep records accurate and escalate gaps, concerns or client requirements promptly.

Employees, workers and representatives

- Act honestly, follow approved processes, protect confidential information and report concerns without delay.

How this policy is applied

Candidate representation

Ignite consultants must not submit candidates to clients without proper authority. Candidate profiles should be accurate, current and not materially altered without consent.

- Record permission to represent where required.
- Do not exaggerate experience, availability or right-to-work status.
- Correct inaccuracies promptly.

Job advertising and role information

Job adverts, calls and messages should present opportunities accurately. Pay, location, duration, status, shift requirements and client expectations should not be misrepresented.

- Keep records of advertised roles where possible.
- Disclose material changes as soon as known.
- Avoid discriminatory wording.

Client relationships and conflicts

Consultants must not allow personal relationships, gifts, commission pressure or targets to override compliance, fairness or accurate representation.

- Declare conflicts promptly.
- Do not accept improper inducements.
- Escalate conflicts involving candidates, clients or competitors.

Temporary and agency worker protections

Where Ignite acts as an employment business, temporary worker information, pay transparency and engagement terms must be managed carefully.

- Issue or confirm key information documents where applicable.
- Ensure pay and assignment arrangements are clear before engagement.
- Do not withhold pay unlawfully.

Professional communications

Recruitment communications by email, phone, LinkedIn, text or WhatsApp must remain professional, factual and proportionate. Informal channels do not remove confidentiality, data protection or record-keeping obligations.

- Avoid sending sensitive identity documents over informal channels.
- Record key candidate and client instructions in approved systems.
- Do not use offensive, discriminatory or coercive language.

Records and evidence retained

- Candidate consent and representation notes.
- Job adverts and role information.
- Client instructions and terms.
- Conflicts and gifts declarations.
- Complaints and resolution records.

- Evidence of KIDs or worker information where applicable.

Reporting concerns

Questions, concerns or requests for further information should be raised through the relevant manager or through the group compliance contact at compliance@ignitetalentgroup.co.uk.

Concerns involving wrongdoing, unsafe practice, exploitation, bribery, unlawful discrimination, data protection or serious non-compliance may also be escalated under the Whistleblowing and Speak-Up Policy.

Approval and review

Approved by	Nicholas Ryan
Position	Director
For and on behalf of	Ignite Talent Group Ltd
Date approved	12 June 2026
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