Policies and Compliance Hub Page

Document type	Policy
Document owner	Ignite Talent Group Ltd
Approved by	Nicholas Ryan, Director
Date approved	12 June 2026
Next review	June 2027

This policy states the corporate position for clients, candidates, workers, suppliers and stakeholders as applicable.

Policies and Compliance Hub Page

This page should act as the central public hub for Ignite's policies, compliance statements and governance position. It is designed to help candidates, workers, clients, suppliers, frameworks and website users find the right policy quickly.

Purpose

This document provides publication-ready wording for the website compliance hub.

It should not include internal trackers, pending actions or client evidence drafting notes.

Scope

This page applies to the Ignite public website and any related policy hub used for client, candidate, worker and supplier assurance.

Policy commitments

- Present policies clearly and professionally.
- Separate public policies from internal procedures.
- Group policies by topic and vertical where appropriate.
- Maintain a compliance contact route.
- Update the page when policies or ICO registration details change.

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

Suggested page introduction

Ignite Talent Group Ltd operates a group governance framework across specialist recruitment verticals including Construction, Engineering, Tech, Legal and Sales. Our policies support ethical recruitment, candidate care, client confidence, right-to-work compliance, labour-supply standards, health and safety, data protection, modern slavery prevention and responsible business practice.

Suggested policy categories

The page should group policies under Data and Privacy, Client and Candidate Care, Responsible Business, Workplace and Safety, Supply Chain and Website Legal.

- Data and Privacy: Privacy Notice, Data Protection Statement, Cookie Policy.
- Client and Candidate Care: Complaints Policy, Ethical Recruitment Policy, Right to Work and Candidate Vetting Policy.
- Responsible Business: Modern Slavery Statement, EDI, Anti-Bribery, Environmental and Sustainability.
- Supply Chain: Supplier, Umbrella and Labour Supply Code.
- Website Legal: Accessibility Statement and Website Terms of Use.

Vertical tabs

The page should include vertical tabs or sections for Construction, Engineering, Tech, Legal, Sales and Group. Each vertical should show relevant policies and any sector-specific statements.

- Construction should include the Construction Labour Supply Compliance Statement and Training and Competence Statement.
- Engineering should highlight technical competence and qualification verification.
- Tech should highlight data protection and information security.
- Legal should clarify that Ignite Legal is a recruitment vertical and does not provide regulated legal services.
- Sales should highlight ethical recruitment, client/candidate care and transparent role information.

Compliance contact

Policy and compliance enquiries should be directed to compliance@ignitetalentgroup.co.uk. Complaints, modern slavery concerns, data protection requests and accessibility feedback can be routed through the same hub where appropriate.

Publication control

The website should display the approved policy PDFs or clean web versions, not internal trackers. ICO registration references should only be shown once confirmed.

- Remove placeholder text before publication.
- This policy states the corporate position for clients, candidates, workers, suppliers and stakeholders as applicable.

Records and evidence retained

- Website content approval record.
- Policy publication index.
- Website screenshot after publication.
- Change log.
- Compliance contact monitoring record.

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
Approval method	Approved electronically
Next review	June 2027