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1. DEFINITION

The Red Rhino Resourcing Ltd is committed to creating an ethical workplace both in terms of how we treat our employees, and how our employees treat our customers and workers. Red Rhino Resourcing Ltd believes in the ethical values of honesty, openness, social responsibility, and a commitment to respecting the human rights and dignity of everyone. We recognize the right of our employees and workers to Freedom of Association and Assembly.

2. SCOPE

This policy and procedure applies to all jobseekers and workers within the business whether internal staff and management, supplied to a Labour User, or supplied by a Recruitment Intermediary (or sub-agents) or sub-contracted Labour Provider.

3. RESPONSIBILITY

Staff in the following roles are responsible for implementing this policy and procedure:

3.1 All staff are responsible for upholding the commitment to ensure that workers' right to freedom of association is respected.

- Senior Management Team is responsible for:
- Assessing business practices to identify, assess and remediate cases where jobseekers'/workers' right to freedom of association is restricted.
- Managing raised grievances, complaints, concerns, suggestions or ideas related to freedom of association.
- Continuously improving the way we ensure that all jobseekers'/workers' right to freedom of association is respected.

3.2 Senior Management Team is responsible for:

- Carrying out appropriate due diligence where recruitment intermediaries or subcontracted Labour Providers are used to ensure that jobseekers'/workers' right to freedom of association are respected by the relevant business.
- Working collaboratively with clients to ensure that jobseekers'/workers' right to freedom of association is respected by the client.

4. POLICY

4.1 Policy statement:

Red Rhino Resourcing Ltd believes that all workers, regardless of rank or grade, have the right to form and join trade unions or independent worker representative committees of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining is restricted under law, we encourage and support parallel means of independent and free association and bargaining.

4.2 Policy commitments:

Our business commits to comply with the legal requirements and conform to other requirements listed below:

- Ensure that workers can join or form a trade union or independent worker representative committee of their choosing and without interference, where workers follow relevant legal process.
- Ensure that worker representatives have access to the workplace (including the Labour User's site if relevant) to carry out their representative duties, within working time and without loss of pay.
- Ensure that worker representatives are not interfered with or obstructed.
- Not replacing workers taking part in official industrial action.
- Protect jobseekers and workers from discrimination from any current or prior support or participation in worker representative activities.
- Not requiring workers to cross a picket line.
- Treat breaches of the policy as misconduct and deal with such cases according to the disciplinary/conduct and capability policy and procedures.
- Monitor, review and improve the policy and procedures regularly and whenever any issues related to its implementation are identified.

5. PROCEDURE

The following activities and decisions are required to implement the policy commitments.

5.1 All relevant staff are trained and/or have the knowledge and skills needed to carry out the 'Freedom of Association' management system competently. The required knowledge and skills include those necessary to:

- Understand the definition of freedom of association, trade unions and collective bargaining.
- Understand the requirements set out in relevant policies and procedures, current and applicable national legislation and guidance as well as relevant social compliance standards and client requirements.
- Understand the importance and benefits of protecting jobseekers'/workers' right to freedom of association.
- Spot practices that discriminate against or deter workers from joining or forming a trade union or independent worker representative committee or participating in legitimate representation activities.
- Spot practices that interfere with, obstruct or prevent the activities of recognised trade unions or worker representative committees.
- Understand when and how to escalate potential issues.

Additional knowledge and skills required for a Senior Management Team include those necessary to:

- Carry out an assessment of business practices to identify, assess and remediate practices where jobseekers'/workers' right to freedom of association is restricted.
- Investigate, and identify remedies for, such cases in a timely, unbiased and professional manner.
- Continuously improve the method of ensuring all jobseekers' and workers' right to freedom of association is protected.

Additional knowledge and skills required for relevant Senior Management Team or Recruitment Consultants include those necessary to:

- Carry out appropriate due diligence with recruitment intermediaries or subcontracted Labour Providers to ensure that jobseekers'/workers' right to freedom of association is not restricted.
- Work collaboratively with clients to ensure that jobseekers'/workers' right to freedom of association is not restricted.

5.2 This policy and related laws and social compliance standards are communicated to all workers, jobseekers, staff, and managers at application and subsequently annually or whenever there is a key change. Key points in our communications include our policy statement and commitments.

5.3 Trade union/worker representatives are not mistreated because they are worker representatives, or for carrying out their legitimate representative duties, for example by:

- Making unfavourable decisions, or applying less favourable terms related to recruitment, promotion, placement, pay, terms and conditions or termination.
- Dismissing, fining, or otherwise punishing them.

5.4 A positive relationship is fostered with trade unions or independent worker committees by:

- Informing jobseekers/workers about the applicable trade union/committee and where they can learn more about it.
- Supporting the organization to hold free, independent worker/trade union representative elections and, allowing workers to take part during working time and without loss of pay.
- Supporting worker/trade union representatives to organise and hold formalised and minuted trade union/committee meetings.
- Consulting with worker/trade union representatives about significant issues of mutual concern, for example:
 - The business's economic situation.
 - Major changes to the workplace, such as large-scale redundancy.
 - Decisions likely to lead to substantial changes in the organisation of work or contractual terms and conditions.
- Negotiating with worker/trade union representatives on matters of mutual concern (pay, contractual terms and conditions) and for trade unions, developing and/or updating collective bargaining agreements.
- Supporting worker/trade union representatives to investigate and remediate issues raised by workers, and action their suggestions and ideas.
- Supporting and providing worker/trade union representatives with training to develop the skills and understanding needed to fulfil their role successfully, including negotiation and consultation skills.

5.5 Worker representatives are permitted to access the workplace (including the Labour User's site if relevant) to carry out their representative duties, within working time and without loss of pay. Worker representative duties may include:

- Taking part in worker/trade union representative elections, for example by canvassing for votes.
- Talking with members to understand their grievances, complaints, concerns, suggestions or ideas.
- Consulting with members about relevant matters.
- Organising, preparing for and attending trade union/committee meetings.
- Representing members' views, negotiating with management representatives, and developing and/or updating collective bargaining agreements.
- Working with management representatives to investigate and remediate workers' grievances, complaints or concerns, and actioning their suggestions and ideas.
- Accompanying members, when requested by them, at individual disciplinary or grievance meetings.
- Providing members with legal and financial advice.
- Attending relevant training to carry out their role effectively.

5.6 Workers are not supplied to cover roles of other workers taking legitimate industrial action (e.g strike) either by supplying more workers than usual to a Labour User, or employing additional workers directly. If a client requests

labour supply during legitimate industrial action, the request is escalated to Branch Manager and Managing Director who will ensure that the client is not requesting more staff than is usual.

5.7 Any request that may limit workers' right to freedom of association is rejected. For example:

- By requesting more workers than usual are supplied to replace workers taking part in legitimate industrial action.
- By requesting workers are not supplied, given fewer hours or less favorable terms and conditions because they support or participate in worker representative activities.

5.8 Where recruitment intermediaries are used, due diligence is carried out to ensure that their practices do not limit workers' right to freedom of association, for example by asking if they are members of a trade union, or asking their views on trade union membership during the application process.

5.9 All arrangements and communications with worker representatives are documented and recorded including:

- Any collective bargaining agreements in place.
- Minutes of worker representative meetings, including a record of:
 - The date, time and location of the meeting, and who was in attendance.
 - What/when/how matters are negotiated and consulted.
 - Issues raised, when/how issues have been remediated, and how outcomes have been communicated to workers.

5.10 All job seekers, workers, and staff can use grievance mechanisms and access remedy related to a breach of this policy or procedure.

6. MONITOR, REVIEW AND IMPROVE

Senior Management Team is responsible for the continuous improvement of the way freedom of association is supported, including:

6.1 Monitoring practices against the plan by:

- Establishing key performance indicators to review whether objectives and targets have been met.
- Regular auditing to check relevant staff are following the correct procedure.
- Ensuring the required data is recorded as part of routine practices.
- Recording the number and detail of grievances, complaints or concerns raised by workers, jobseekers and staff related to freedom of association and if/how they have been remediated.
- Recording any suggestions or ideas raised and whether they have been actioned.

6.2 Review whether/what improvements are needed based on monitoring. For example:

- Whether the most up-to-date legal and other requirements have been identified.
- That the risk assessment reflects the current level of risk.
- Objectives and targets are sufficiently achievable as well as ambitious.
- Policy and procedure reflect practice.
- Assigned roles are appropriate and relevant staff have sufficient time and resources to carry out their roles effectively.
- Investigate any issues to find the root cause.
- Review the root cause of grievances, issues or concerns to identify whether they are isolated cases, or reflect a need for improvement.
- Review any suggestions or ideas raised by workers, jobseekers and staff and consider whether they can be incorporated into the plan or practice.



- Consider the efficiency of the procedure and/or practice and whether or not waste can be eliminated.

6.3 Improving the plan and practice based upon the review. For example by:

- Updating the plan to ensure it is fit for purpose.
- Developing or updating policies, procedures and other documents.
- Training or re-training to ensure relevant individuals have the required understanding and skills.
- Communicating or re-communicating messages to ensure relevant individuals have the required understanding.
- For staff, treating wilful breaches of the procedure in accordance with the Code of Conduct/Disciplinary Procedure.
- For recruitment intermediaries (and sub-agents), subcontracted Labour Providers or clients, treat breaches in accordance with the Labour Supply Chain Due Diligence policy.

7. ACCOUNTABILITY, DOCUMENT AND VERSION CONTROL

This document is effective from:	30.01.2024
This document is approved by:	David Edwards Managing Director
For questions or queries about this document, contact:	David Edwards 01174037903

The following table details any updates, changes or developments made to this document:

Version Number	Detail	Date	Approved by
1	Version 1 original policy issued	30.01.2024	David Edwards Managing Director
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