

Modern Slavery Statement

Agency 2000 Ltd T/As MEM Recruitment (“the Company”)



This statement is made as part of MEM Recruitment’s commitment to eliminating the exploitation of people under the Modern Slavery Act 2015 (the Act). It summarises how MEM Recruitment operates, the policies and processes in place to minimise the possibility of any problems, any risks we have identified and how we monitor them, and how we train our staff.

This statement is published in accordance with section 54 of the Act, and relates to the financial year April 2019 to April 2020. It was approved by the board of directors on 29th March 2019.

Gary Matthews

Managing Director

1 Our Business

Agency 2000 Ltd Trading as MEM Recruitment is a limited company operating in the recruitment sector. We provide introduction services and also supply temporary workers to the industrial sector.

MEM Recruitment is an independent business.

1.1 Who we work with;

All of the hirers that we work with, and all of the work-seekers we provide, are known to and identified by our staff. All of the temporary workers we supply are identified by our staff. Some of our work-seekers are supplied to work through other businesses, who facilitate providing them to the eventual hiring company, as such on occasion we act as second tier.

The hiring companies that we work with are located in areas surrounding Bedford, Milton Keynes, Wellingborough and Northampton. The work-seekers and workers we supply also live in Bedford, Milton Keynes, Wellingborough and Northampton.

1.2 Other relationships

As part of our business, we also work with the following organisations:

- GLA (Gangmasters Licensing Authority)
- the Recruitment and Employment Confederation (www.rec.uk.com)

2 Our Policies

MEM Recruitment has a modern slavery policy available on each branch shared drive within the ‘Document Library’.

In addition, MEM Recruitment has the following policies which incorporate ethical standards

Department	Office	Issue No	2
Document Name	Modern slavery statement	Page No	1 of 3
Procedure Ref	MEM office 0010	Date	10/04/2020
Prepared By	Tim Woodward	Approved By	Alan Owen Operations Manager
Reason for Change	Document control		

for
our
staff

Modern Slavery Statement

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- Code of Conduct Policy
- Privacy Notice
- Withdrawal of Consent
- Data Protection Policy
- Anti-Bribery & Corruption Policy
- Equal Opportunities & Diversity Policy

2.1 Policy development and review

MEM Recruitment’s policies are established by our directors and our senior management team based on advice from HR professionals, industry best practice and legal advice. We review our policies annually, or as needed to adapt to changes.

3 Our Processes for Managing Risk

In order to assess the risk of modern slavery, we use the following processes with our suppliers:

- When engaging with suppliers or clients, we ask for evidence of their processes and policies, including commitments around modern slavery, human trafficking, forced labour, human rights, and whistle-blowing.
- We review the potential for risk at regular intervals, including the possibility of re-auditing a supplier or conducting spot checks.

After due consideration, we have not identified any significant risks of modern slavery, forced labour, or human trafficking in our supply chain. However, we continue to be alert to the potential for problems.

Additionally, we have taken the following steps to minimise the possibility of any problems:

- We reserve the right to conduct spot-checks of the businesses who supply us, in order to investigate any complaints.
- We require the businesses we work with to address modern slavery concerns in their policies and have a modern slavery statement.
- We collaborate with our suppliers and clients in order to improve standards and transparency across our supply chain.
- Only senior members of staff who have undergone appropriate training for assessing modern slavery risks in the supply chain are authorised to sign contracts and establish commercial relationships in any area where we have identified the

potential for risk.

Department	Office	Issue No	2
Document Name	Modern slavery statement	Page No	2 of 3
Procedure Ref	MEM office 0010	Date	10/04/2020
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Modern Slavery Statement

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- We ensure that all of our suppliers are members of appropriate industry bodies and working groups.
- We work with the GLA and REC in order to combat the risk of modern slavery and human trafficking.

Our staff are encouraged to bring any concerns they have to the attention of management.

4 Our Performance

As part of monitoring the performance of MEM Recruitment, we track the following general key performance indicators:

- Agency Workers Welfare (look for signs of undue stress, tiredness, irrational or irritated)
- Numbers of people using a single bank account (especially if for a period of more than 4 weeks)

Based on the potential risks we have identified, we have also established the following key performance indicators, which are regularly assessed by our board of directors and senior management team

- the percentage of suppliers who sign up to an appropriate code or provide their own modern slavery statements
- the effectiveness of enforcement against suppliers who breach policies
- the amount of time spent on audits, spot checks, and related due diligence
- the level of modern slavery training and awareness amongst our staff

We carefully consider our indicators, in order to ensure that we do not put undue pressure on our suppliers and clients that might increase the potential for risk.

5 Our Training

All of our staff receive training and support that is appropriate to their role. In particular:

- Our management team receive detailed training in identifying and resolving concerns around modern slavery and human trafficking.
- All of our staff receive awareness-raising information around issues involving modern slavery and human trafficking, so that they can bring any concerns they have to the attention of management.

As part of this, our staff are encouraged to discuss any concerns that they have.

Training is refreshed annually or as required due to changes in our business or the law.

Department	Office	Issue No	2
Document Name	Modern slavery statement	Page No	3 of 3
Procedure Ref	MEM office 0010	Date	10/04/2020
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