



ALP | GOOD PRACTICE PRINCIPLES

Fair and transparent recruitment and supply practices are essential for the protection of workers and the achievement of successful partnership working between labour providers and labour users.

We commit to complying with the 12 ALP Core Good Practice Principles below throughout our business, thus contributing to the ALP's mission for UK labour provision to be recognised as a model of global good practice.

1.	A valid statutory excuse is established for all workers.	✓
2.	KID, Contracts and Assignment Details are accurate, compliant, issued in a timely manner and appropriate to the stated employment status.	✓
3.	An accurate and compliant agreed contract or Terms of Business is in place for all clients prior to supply.	✓
4.	Workers are only assigned to workplaces where appropriate due diligence has indicated that the workplace offers a safe working environment and practices.	✓
5.	Workers are informed of their rights and are able to raise complaints or grievances, without risk of detriment.	✓
6.	Worker conduct or capability breaches are dealt with fairly, and according to a clear, easy to understand written procedure, which is communicated to the worker before the commencement of an assignment.	✓
7.	Workers are paid fairly and accurately for all hours worked within the pay reference period and receive all statutory benefits and entitlements in line with their employment status. Payslips itemise all hours, pay and deductions and are received by workers at or before payment.	✓
8.	No recruitment fees are charged and any deductions from wages, or fees charged to workers are genuinely voluntary, compliant with NMW legislation and agreed in writing.	✓
9.	Charge rates are sufficient to cover all statutory provisions for payments due to the worker and government, and leave a reasonable profit margin.	✓
10.	We have a zero-tolerance policy on tax avoidance and/or evasion within the business and supply chain.	✓
11.	All staff are effectively trained to understand and implement the Principles and a robust internal process regularly checks compliance with all of the Principles, with corrective actions issued and resolved as required.	✓
12.	Any recruitment intermediaries used to pay workers are subject to initial and ongoing due diligence to verify legal compliance.	✓

Signed: Print name:

Company name: Date: