1stFCSA Supply Chain Partner Charter

The FCSA Supply Chain Partner Charter creates a clear framework of principles and values that support and underpin compliance throughout the supply chain. Adherence to the Charter demonstrates to end hirers that your recruitment business is committed to professional and ethical recruitment, and that the management of their contingent workforce is in the hands of trusted experts, and that risk is mitigated for all parties in the supply chain.

The Charter is accessible to recruitment businesses who commit to a Preferred Supplier List (PSL) or Approved Supplier List (ASL) of service providers consisting exclusively of FCSA Accredited Members.

Signing up to the FCSA Supply Chain Partner Charter provides a clear competitive advantage for your recruitment business and the ability to proudly display the FCSA Supply Chain Partner logo as a distinguishable kite mark to hirers and contingent workers.

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| **Name of Agency:** | 1st EXECUTIVE LIMITED |

We commit to:

1. Legislation

Comply with all relevant legislation, including, but not limited to, ITEPA / Social Security, Conduct Regulations, Agency Workers Regulations, Equal Opportunities, Equal Pay, Health and Safety, Immigration, Asylum and Nationality, National Minimum/Living Wage, Working Time Directive, Sex Discrimination, Race Relations, Disability Discrimination, Employment Equality (Sexual Orientation) / (Religion or Belief), Data Protection.

1. Quality of Information and Support

Provide a high level of professional service and support to workers. Ensure workers are provided with transparent and impartial information to make informed decisions in the worker’s best interests, along with ongoing and clear communication throughout and between assignments.

1. Workers’ Rights

Treat workers with fairness and transparency and not to unfairly deny any workers rights afforded to them by law.

1. Terms of Business

Provide clear and transparent Terms of Business.

1. Ethical and Professional Conduct

Observe the principles of ethics, equity, integrity, professional conduct and fair practice in dealing with all parties in the supply chain.

1. Confidentiality

Ensure that permission has been provided to disclose a worker’s information to any third party.

1. Key Information Document

Provide all workers with a key information document (KID) as required, to allow for transparent and open communication

1. Communication

Endeavour to provide supply chain partners and workers with open and clear lines of communication, subject to confidentiality permissions.

1. Preferred / Approved Suppliers

Ensure all preferred / approved supply chain partners (accountancy, self-employed/CIS providers and umbrella employment providers) used by us and recommended to our workers are FCSA Accredited Members who have successfully demonstrated compliance to FCSA Code of Compliance, having carried out their scheduled annual compliance review by FCSA approved Assessors (independent and regulated firms of Accountants and Solicitors selected by the FCSA), and who’s audit reports have been submitted to HMRC in a show of complete transparency.

1. Transparency

Provide FCSA with a copy of the ASL/ PSL annually. The ASL/PSL must have a minimum of 2 companies to ensure the worker has a choice of which FCSA Accredited Member to use.

**Signed by Director:**

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| **Print Name:** | GARY NOBLE | **Signature:** | A close-up of a black wire  Description automatically generated |
|  |  | **Date:** | 13TH September 2023 |
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