

# misconduct reporting policy



## background

Randstad is an international organisation with a global emphasis on excellence. As such, we expect all our representatives to behave ethically, lawfully and in accordance with our core values: to know, to serve, to trust, simultaneous promotion of all interests, and striving for perfection, and the Randstad Business Principles.

The Local Integrity Officers for the UK & Ireland are Bethany Wingfield, Head of Business Assurance and Ivor Frater, Senior Governance Manager & DPO.

## what types of misconduct does this policy apply to?

When you suspect, with reasonable grounds, or have witnessed any serious misconduct within or relating to the Randstad Group, we expect you to report this. Misconduct includes, but is not limited to serious cases of the following:

- breaches of Randstad's Business Principles
- breaches of Randstad's policies or procedures
- fraud or theft of company assets
- failure to comply with obligations imposed by law or regulation
- health and safety failures

## how to report

Where possible, concerns should be reported to legal, HR or your manager. This will be the quickest way of addressing and resolving your concerns. Where you do not feel you can make a report through these channels, you can report to the local integrity officer in the following ways:

- email to [integrity@randstad.co.uk](mailto:integrity@randstad.co.uk)
- via the SpeakUp facility, which permits anonymous reporting

To report via SpeakUp call **0800 169 3502** or visit

[www.speakupfeedback.eu/web/integrityatrandstad/gb](http://www.speakupfeedback.eu/web/integrityatrandstad/gb) using PIN code 42114.

Reports received via those channels will be assessed to see if they meet the definition of serious misconduct. If they do not meet the definition, they will be referred to HR or local management as necessary for resolution.

It is the policy of Randstad UK to promptly investigate and respond to allegations of serious misconduct and we expect reporters to assist in this aim. Accordingly, where a response from Randstad is unanswered for two weeks, we will close the matter.

## protection of reporters

The Public Interest Disclosure Act 1998 may apply to disclosures you make. It is also the policy of Randstad UK to not take detrimental action against individuals making reports in good faith.

This policy should be read in conjunction with the [Randstad nv Misconduct Reporting Policy and Procedure](#).