

HUMAN RIGHTS STATEMENT & CODE OF ETHICS

**REGENCY RECRUITMENT &
RESOURCES LIMITED**

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ABOUT REGENCY

Regency Recruitment & Resources Limited serves clients and candidates across the Caribbean, and is committed to our purpose of 'Connecting Talent with Opportunity'. Since 1996 we have worked with stakeholders to create lasting and beneficial partnerships, built on a foundation of trust and ethical conduct.

OUR COMMITMENT

At Regency we believe it is our responsibility to respect and uphold the human rights of all people. Our commitment to human rights is supported by our Code of Ethics, as well as a culture of tolerance and diversity.

We comply with applicable labour and employment laws, and even go further if we must, in order to create a modern and inclusive workplace.

Regency also complies with internationally recognised principles and practices, which we infuse into all aspects of our business. These include the ILO Declaration on Fundamental Principles and Rights at Work and the UN Universal Declaration of Human Rights.



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OUR STAFF

Regency team members are informed about all legislation and standards related to human rights and ethical conduct. We regularly update our Employee Handbook to ensure compliance with legislative changes and best practices.

OUR SUPPLIERS

Whenever possible, we communicate with vendors to ensure they are aware of, and comply with, best practice.

Additionally, our Chairman was appointed by the President of the Republic as a Director on the Board of the Office of Procurement Regulation, so has spent more than 3 years engaged in building a more transparent and accountable national procurement system.

OUR CLIENTS

If we have concerns that a client is violating a human right or ethical standard, we seek to mitigate the impact and are prepared to walk away if the relationship could bring our integrity into question.



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BRIBERY

Regency prohibits all forms of bribery whether they take place directly or through third parties. Regency also prohibits its employees from soliciting, arranging or accepting bribes intended for the employee's benefit or that of the employee's family, friends, associates or acquaintances.

POLITICAL CONTRIBUTIONS

Regency, its employees, candidates or agents shall not make direct or indirect contributions to political parties, organizations or individuals engaged in politics, as a way of obtaining advantage in business transactions.

CHARITY

Regency shall ensure that charitable contributions and sponsorships are not used as a subterfuge for bribery, and shall disclose all charitable contributions and sponsorships.

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GIFTS

Regency shall prohibit the offer or receipt of gifts, hospitality or expenses whenever they could affect or be perceived to affect the outcome of business transactions, and are not reasonable and bona fide.

PROCUREMENT

Regency conducts our procurement practices in a fair and transparent manner. Regency avoids dealing with contractors and suppliers known or reasonably suspected to be paying bribes, and undertakes due diligence, as appropriate, in evaluating prospective contractors and suppliers to ensure that they have effective anti-bribery programmes.

HR PRACTICES

Human resources practices including recruitment, promotion, training, performance evaluation, compensation and recognition reflect Regency's commitment to ethical conduct. Diversity should be promoted and valued, and Regency subscribes to a philosophy of non-discrimination.



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INCLUSION

Regency strives for inclusion and diversity in all areas of our work. We adhere to the tenants of the Equal Opportunity Act, but go further to state clearly our policy of non-discrimination on the basis of sexual orientation, HIV status or age.

HUMAN TRAFFICKING

We are absolutely opposed to modern slavery and human trafficking in all its forms. We are committed to enhancing and enforcing our policies and procedures to reduce the risk of modern slavery and human trafficking in our supply chains and any other parts of our business.

CHILD LABOUR

We commit to ethical principles in our employment practices. We do not use forced, bonded or child labour, nor do we tolerate it in our supply chain. We comply with local legislation in regards to the legal age of hiring apprentices and trainees where / if applicable.

DOMESTIC VIOLENCE

Our Chairman is a member of a T&T Chamber of Commerce committee currently developing culturally relevant DV Workplace Policies.

At Regency we are committed to providing time off, flexi-time, counselling, training and other support that may be required for anyone in our sphere of influence impacted by domestic or partner violence.

DIFFERENTLY ABLED

Regency is one of only a handful of firms in Trinidad and Tobago that welcomes Service Animals on our premises. We make all reasonable accommodations to ensure our differently abled citizens can access opportunities and do not experience discrimination.

THE ENVIRONMENT

Regency is committed to running our business in a responsible, environmentally sound and sustainable manner.

This includes ensuring that our employees have a level of knowledge and understanding appropriate to their environmental responsibilities and are aware of actions they can take to reduce their impact at home and in the office.

Although we have a small 'footprint' we do what we can to support sustainability including recycling of plastic, glass and paper, turning off lights and air conditioning units overnight, and using technology and online solutions to reduce printing and storage requirements.