



the trg group

CORPORATE SOCIAL RESPONSIBILITY STATEMENT

The TRG Group (hereinafter referred to as TRG) is a leading provider of call handling and front of house recruitment services, provider of expert witness services and management training, and therefore we have a direct input into the lives of our employees, candidates and clients, as well as our suppliers and the wider community. We have an ongoing and dedicated commitment to acting ethically in all service areas and this ensures a high level of quality is reflected in our social and environmental responsibilities.

Responsibility to our Employees

Benefits

TRG values its employees highly and therefore we offer a variety of benefits to staff:

- A structured career path with detailed levels of promotion
- Structured training programme
- Up-to-date IT systems
- Commission structures and bonus scheme where appropriate
- Competitive basic salary
- Opportunity to work for a market leader
- Non-contributory pension scheme
- Private health scheme
- Luncheon vouchers for London staff
- Car allowance where appropriate
- Positive working environment
- Support : In-house administration, IT, Accounts, and general management support for the sales teams.



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CORPORATE SOCIAL RESPONSIBILITY STATEMENT *cont'd*

Communication

We very much appreciate the importance of effective communication and actively encourage the involvement of our employees in the development of both their careers and TRG as a business.

- **Reviews** - In their reviews (appraisals) all employees are encouraged to suggest new ideas and improvements to their working practices and the overall group service.
- **Feedback** – All staff are encouraged to give feedback following training courses so that we may ensure that the most effective and appropriate training is carried out.
- **Management Meetings** - Every month a management meeting is held with the various teams to represent the views of management and the team. A summary of each meeting is then circulated.
- **Professional Development** – We support and encourage the professional development of employees, allocating college time and financing qualification where appropriate.
- **Successes** - Every fortnight the Managing Director distributes an email to all staff, detailing the successes of individuals nominated by the General Manager.

Equal Opportunities

TRG is an equal opportunities employer. As such, we aspire to reflect our diversity values in our internal recruitment procedures as well as our work ethics as a recruitment agency. We are committed to a policy of equal opportunities for all.

TRG operates both a Diversity Policy and an Equal Opportunities Policy in accordance with existing, as well as imminent legislation, including but not limited to the Race Relations Act 1976 (as amended), the Sex Discrimination Act 1975 (as amended), and the Disability Discrimination Act 1995 (as amended). TRG treats everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, religion, ethnic or national origin, membership or non-membership of a trade union, working hours or whether on a fixed term or permanent contract. We ensure that we do not discriminate in all areas of recruitment, promotion, dismissal and redundancy. Moreover, the group reviews, on an on-going basis, all aspects of recruitment to avoid unlawful or undesirable discrimination or harassment on those grounds.



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CORPORATE SOCIAL RESPONSIBILITY STATEMENT *cont'd*

Health and Safety

Our key objectives are to:

- Provide proper and adequate control of the Health and Safety risks arising from our work activities.
- Consult with our employees on matters affecting their Health and Safety
- Provide and maintain safe equipment/plant
- Ensure safe handling and use of substances
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to do their tasks and give them adequate information, instructions and training
- Prevent accidents/cases of work related ill health
- Maintain safe and healthy working conditions
- Monitor and revise our Management System to ensure it remains relevant and appropriate to our activities

All employees, whether internal or on site, have a responsibility to uphold this policy and comply with Health and Safety obligations and this is incorporated into all employee inductions and training.

We also provide in-house staff and contracted workers with annual, free eyesight tests.

Training

As a member of the REC, all our consultants are REC qualified or are currently undertaking the examinations. This training covers all topics relating to the recruitment process with a general view to complement TRG's specific guidance. We also provide ongoing training to our consultants to ensure a constant up to date knowledge of best practice in the recruitment industry and all relevant legislation.



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CORPORATE SOCIAL RESPONSIBILITY STATEMENT *cont'd*

Training *continued*

Training carried out to our consultants within the last 12 months, includes:

Our team of expert witnesses receive external and internal continuing professional development.

Responsibility to the Community

TRG realises how important it is to be involved, where possible, with community projects at a local level and encourages close links between the company, institutions, charities and local authorities as well as participation in local events. Suggestions are always welcome from staff.

TRG recognises its obligations to the environment and has created an environmental policy. We are continually striving to improve the impact we have on our surrounding environment.

Owned by Trevor Gilbert. Tel 01473 288018 Email: tgilbert@thetrgroup.co.uk

