

## No Fee or Fine Policy

WMS Recruitment commit to not charging or imposing any fines or recruitment fees to our workers. We shall not impose any fines whatsoever to a worker and no deductions shall be made from a workers wage by way of fee, fine or penalty under any circumstances.

WMS Recruitment are very clear that work finding and recruitment activities are free to all workers and we shall investigate and report any instances or suspected instances of Modern Slavery found within our supply chain including if a worker has paid a fee to anyone connected with our supply chain or in their journey to the UK.

If it is found that a worker has paid a fee, either in cash or by other means, to a member of our team for any work finding or recruitment services we shall ensure that person is reimbursed in full within 7 days of discovery.

If a worker is found to have paid a fee to another party not associated with WMS Recruitment, we shall make every endeavour to work with the worker, authorities and the third party concerned to recover any fees paid by the worker.

If a situation arises where a worker is found to have paid any fees this event shall be reported to both the GLAA and the Police; without exception.

Any staff member of WMS Recruitment who is found to be accepting any sort of fee, either in cash or otherwise, from a worker in anticipation of work finding or recruitment services will be subject to disciplinary action and likely summary dismissal. Any incidents will also be reported to the authorities.

This policy has been approved by the Chief Executive.