

# Why Recruitment Hive?



## Who we are

Recruitment Hive Pty. Ltd. is a highly experienced specialist ICT recruitment company based in Canberra, ACT. We pride ourselves on transparency, ethical practices, and compliance with legislative mandates.

Our mission is to enable our clients by sourcing high-quality ICT professionals. We are committed to being market-leaders and driving positive change. We dare to pop the Canberra-bubble through our unique brand of Canberrability®.

Our compliance story focuses on key areas that demonstrate our commitment to responsible business practices. These are:

1. Transparency
2. Ethical Practices
3. Compliance with Legislative Mandates
4. Environmental Responsibilities
5. Driving Positive Change.

### 1. Transparency

Recruitment Hive prioritises openness and honesty in its operations. By providing clear information to clients, candidates and stakeholders, we foster trust and build lasting relationships. Transparency ensures that everyone involved understands the processes, expectations and outcomes.

#### **Voluntary Modern Slavery Statement #2023-2092**

Recruitment Hive is committed to addressing modern slavery risks in our operations and supply chains. We voluntarily participate in the Modern Slavery Statements register, with our current statement covering the period of 1 July 2022 to 30 June 2023. This timeframe ensures that our efforts align with recent developments and evolving practices.

Recruitment Hive operates within the Information Technology & Telecommunication and Professional and Administrative Services sectors, which includes legal, consulting and accounting services.

Through active assessment and mitigation of risks, Recruitment Hive contributes to a fair and ethical business environment.

#### **Transparent Fee Structure**

Recruitment Hive has banished opportunistic fees by disclosing our contractor rate card, which ensures clients and contractors are informed of the fees involved. By removing this opportunistic nature of fee structures, a level playing field is created for all stakeholders.

Through the full disclosure of fees our clients are equipped to make informed decisions based on clear pricing information, and our contractors are sure that they will receive fair remuneration.

Recruitment Hive's commitment to quality services at fair costs impacts Australian taxpayers through substantial annual savings.

### 2. Ethical Practices

Upholding ethical standards is crucial. Recruitment Hive adheres to a code of conduct that guides decision making and interactions. This includes approaching and engaging with candidates and clients fairly, maintaining confidentiality, and avoiding conflicts of interest. Ethical practices contribute to a positive reputation and sustainable growth.

#### **ICT Contractor Ethics and Integrity Policy**

Recruitment Hive upholds a strong commitment to ethical practices and professional integrity. Our values guide our actions, ensuring transparency, fairness and trust in all our dealings.

# Why Recruitment Hive?



Recruitment Hive's Contractor Ethics and Integrity Policy sets clear expectations for our ICT contractors (casual employees) regarding business ethics and professional conduct during host-client engagement periods. It safeguards ICT contractors, Recruitment Hive and our clients from any actual or perceived unethical behaviour, working to minimise adverse consequences.

While all of Recruitment Hive's policy documents draw upon the knowledge and adherence to various codes, related legislation and procedural documents, our Contractor Ethics and Integrity Policy aligns with the National Anti-Corruption Commission Act. It extends the definition of 'public official' to contracted service providers under Commonwealth contracts administered by Commonwealth agencies, and ensures compliance through the provision of a mechanism that familiarises ICT Contractors with all guidelines.

## Workplace Gender Equity Reporting

Recruitment Hive began reporting to the Workplace Gender Equity Agency in 2022, committing to promoting gender equity. The Gender Wage Gap represents the difference in average earnings between male and female employees of Recruitment Hive.

The Gender Wage Gap within Recruitment Hive is currently 2.9% compared with the Australian national average of 22.8%. This achievement demonstrates Recruitment Hive's efforts to ensure fair compensation regardless of gender.

Among ICT contractors of Recruitment Hive, the Gender Wage Gap is an impressive 0.6%, with this narrow gap indicating that Recruitment Hive values equal pay for equal work, regardless of gender.

## 3. Compliance with Legislative Mandates

Recruitment Hive's ongoing compliance demonstrates our responsible approach to remaining informed about relevant laws, regulations, and industry standards. Through adherence to these mandates, Recruitment Hive demonstrates accountability and continued ethical conduct.

Recruitment Hive ensures that its practices align with legal requirements across areas such as data protection, equal opportunity, and workplace safety.



## Compliance with significant legislation

Recruitment Hive diligently complies with several crucial pieces of legislation including (but not limited to):

- ▶ Fair Work Act (2009) (1)(2)
- ▶ Privacy Act 1988
- ▶ Workers Compensation Act 1951
- ▶ Work Health and Safety Act 2011
- ▶ Crimes Act 1914 (Cth)
- ▶ Racial Discrimination Act 1975 (Cth)
- ▶ Sex Discrimination Act 1984 (Cth)
- ▶ Disability Discrimination Act 1992 (Cth)
- ▶ Workplace Gender Equality Act 2012 (Cth)



# Why Recruitment Hive?



All policies, documentation, procedures and instruments have been constructed in line with legislative expectations through external legal consultation.

## **Provision of Long Service Leave Entitlements**

The decision to offer Long Service Leave entitlements to contractors came as a response to legislative changes to the definition of a casual

provision of resources for mental health support, such as our Employee Assistance Program, Recruitment Hive acknowledges that mental well-being is equally important as physical health.

Recruitment Hive's catalogue of policies address several crucial aspects of positive psychological and emotional good health, working to satisfy recent psychosocial safety legislated responsibilities.



employee. Adopting this definition, Recruitment Hive proactively pays Long Service Leave to our Federal Government ICT Contractors, ensuring their stability and recognising their valuable contributions. Recruitment Hive recognises that this fosters positive working relationships through a shared sense of loyalty and mutual respect.

## **Promotion of employee and contractor positive health and well-being**

Recruitment Hive prioritises the health and well-being of our employees through purpose designed policies and management avenues which address psychosocial safety, stress management and work-life balance. Recruitment Hive's commitment to positive well-being creates a workplace culture where employees and contractors feel supported, valued and cared for.

Recruitment Hive encourages open communication, as we feel this fosters a relationship founded on trust. Through the

## **4. Sustainable Procurement and Economic Responsibilities**

Recruitment Hive continues to embrace sustainable procurement by following best practices. By evaluating suppliers and working with departments who adhere to ethical, environmental and societal practice, our company continues to pursue this holistic approach to sustainable procurement to further strengthen its brand image as a leader in sustainability.

### **Sourcing Quality Candidates**

Recruitment Hive's mission to source high-quality ICT professionals reflects dedication to excellence. By matching skilled candidates with suitable roles, Recruitment Hive contributes to the success of both their clients and candidates. Quality sourcing enhances organizational efficiency and effectiveness.

Recruitment Hive recognizes the need for growing and encouraging sustainability within the economy in the Canberra Region and Australia wide. By sourcing expertly trained individuals that support Government procurement, which in turn accompanies the existing economic policies and programs, our company encourages the development of a quality workforce.

### **Environmental Responsibility**

Recruitment Hive recognizes the need for environmental responsibility to ensure that our procurement leaves a positive impact

# Why Recruitment Hive?



on our local physical environment and the global ecosystem by supporting the ACT Government's transition to a circular economy.

Our internal staffing sustainability environment identified the need to reduce waste by eschewing single use plastics, practicing waste minimization by recycling, and implementing the use of crockery, glassware and cutlery.

Our potential clients and candidates have transparent access to our policies, documents and forms online, thus avoiding contributing to landfill. We have also committed to a paperless filing system, power usage monitoring and e-signatures to further encourage the principles of a circular economy.

## **Local Economy Considerations**

Recruitment Hive continues to encourage renewable and recyclable resources within the community by donating over \$200K to Canberra charities including AgriFood Hub, Sleepy Burrows, SleepBus and Barayamal.

When outsourcing, Recruitment Hive actively seeks out and engages local and socially sustainable businesses. For example: the design, supply and fulfillment of our Welcome Packs.

## **5. Driving Positive Change**

Recruitment Hive's focus on driving positive change extends beyond business transactions, making broad based positive impacts for our contractors and employees alike.

Recruitment Hive's internal and external initiatives are designed to contribute to changes that promote positive growth.

### **Tailored Leadership Program**

Recruitment Hive offers a leadership training program designed specifically for our employees and which reflects our unique business model. This customized approach

recognizes that each employee has unique strengths, challenges and aspirations. By honing leadership skills, fostering innovation and promoting collaboration, employees are supported and encouraged to succeed.

In partnering with Exhale People, Recruitment Hive strategically creates an impactful learning experience where employees refine communication and decision making competencies, explore their creative



thinking and problem solving capacities, and enhance their productivity and synergy through collaboration opportunities.

### **Customised Human Resource Strategy**

Recruitment Hive's human resource strategy thoughtfully aligns our organizational mission and values. This alignment ensures that HR initiatives contribute directly to organizational goals, reinforces Recruitment Hive's identity, and underpins a working environment where employees feel valued and motivated.

Recruitment Hive's human resource initiatives include regular workshops that equip employees with relevant skills and knowledge, online mentorship programs that support new team members and promote professional growth, and career progression opportunities that provide pathways for advancement.