Policy training and acknowledgement record

HIRING UK, www.hiringuk.co.uk. Downloaded 20 September 2026.

HIRINGUK LTD keeps this record for every person who works for or with the business: employee, contractor, agent or volunteer. It is completed before that person is given access to any account, advert or candidate data, and repeated at least once a year. The completed forms are the training record referred to in our published anti-bribery policy and modern slavery statement.

1. The person

Full name: _____

Role, and whether employee, contractor or agent: _____

Start date: _____ Date of this training: _____

2. Policies read, with the version read

- Anti-bribery and anti-corruption policy, version _____
- Modern slavery and labour exploitation statement, version _____
- Privacy notice and candidate data policy, versions _____ and _____
- Acceptable use and advert rules, version _____
- Equality and diversity policy, version _____

3. What the training covered

- What a bribe is, including a kickback and a facilitation payment, and that both are refused whoever offers them
- The gifts and hospitality rule, and what has to be declared
- That a work seeker is never charged a fee, for anything, ever
- The signs of forced labour and labour exploitation in an advert: fees to the worker, tied accommodation, wages paid to somebody else, documents held, pressure to start immediately, vague employer details on bulk unskilled work
- What to do with a report: suspend the advert the same day, preserve the records, tell the director, and refer to the Fair Work Agency or the police where there is any indication of exploitation
- That candidate data is used only for the advert it was sent to, and never shared, sold or exported
- How to raise a concern, and that nobody suffers for raising one in good faith

4. Declaration

I confirm I have read and understood the policies listed above, that I have had the opportunity to ask questions, and that I will work to them. I understand that a breach may end my engagement and, in a serious case, be reported to the police or a regulator.

Signed: _____ Date: _____

Countersigned for HIRINGUK LTD: _____ Date: _____

5. Refresher

Next refresher due (twelve months): _____

Refresher completed on: _____ Signed: _____