

## Caritas Recruitment Limited: Process for Review & Control of Policies

### 1. INTRODUCTION

The Company recognises that implementing, communicating and reviewing policy documents is an ongoing process that is essential for ensuring that policies, practices and procedures are effective and remain up to date and consistent with current legislation and best practice.

Responsibility for the review, update and communication of policies rests with the nGAGE Group HR Department.

### 2. Review procedure

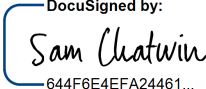
1. All policies are reviewed annually by the Group HR Director and/or the HR team.
2. Any mid-year changes must be signed off by the Group HR Director.
3. Following review, amendments go to the Group Sales Board for discussion and approval.
4. Policies are then updated on the Group HR Portal, SelectHR, and a notification is emailed across the relevant Group company
5. Training is provided as required
6. The creation and communication of new policies when required follow the same process.

Date of policy: February 2023

This policy will be reviewed every 12 months (as a minimum).

Review Date: February 2024

Safeguarding Manager – Samantha Chatwin

Signed:   
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Date: