



COOKABURRA MODERN SLAVERY POLICY

This Modern Slavery Policy Statement (the “Statement”) is made by Cookaburra (referred to herein as “Cookaburra,” “we,” “us,” or “our”) pursuant to the requirements of the Modern Slavery Act 2015 (the “Act”) and sets out our commitment to combatting modern slavery and human trafficking in all its forms.

1. Purpose

1.1 Cookaburra is committed to upholding the highest ethical standards and ensuring that modern slavery and human trafficking do not occur within our business operations or supply chains. This Statement outlines the measures we have taken and will continue to take to prevent modern slavery and human trafficking.

2. Group Structure and Business

2.1 Cookaburra is a hospitality recruitment company headquartered in London, United Kingdom, with operations primarily in the UK. We engage with stakeholders across various sectors within the UK hospitality industry.

3. Policies, Standards, and Procedures

3.1 Standards of Conduct: Cookaburra has established a Standards of Conduct policy that sets out the principles and values that all employees and representatives are expected to adhere to. These principles include integrity, ethical behavior, and respect for human rights.

3.2 Compliance with Employment Law: We have implemented policies and procedures to ensure compliance with all applicable UK employment laws and regulations. Cookaburra conducts regular internal audits to assess and maintain compliance with these laws.

3.3 Procurement Practices: Cookaburra’s procurement procedures prioritize value for money while also considering environmental and ethical factors. We aim to engage suppliers who share our commitment to ethical practices and sustainability.

4. Risk Assessment

4.1 Board Oversight: The Board of Directors, with the support of Internal Audit, oversees and monitors high-risk areas within Cookaburra’s operations and supply chains. We conduct regular risk assessments to identify and mitigate the risk of modern slavery and human trafficking.

4.2 Client Employment Practices: Cookaburra conducts thorough reviews of client employment practices to ensure compliance with ethical standards and legal requirements. Our procedures for monitoring and advising clients on employment practices are regularly evaluated and updated.

5. Conclusion

5.1 Cookaburra is committed to maintaining and strengthening our efforts to prevent modern slavery and human trafficking. This Statement has been approved by the Board of Directors and will be reviewed periodically to ensure its effectiveness and compliance with legal requirements.



COOKABURRA EQUITY, INCLUSION AND DIVERSITY POLICY

A) Statment of Policy

1. This Equality, Inclusion, and Diversity Policy (“Policy”) outlines Cookaburra’s commitment to fostering a workplace culture that values equality, inclusion, and diversity. Equality ensures all individuals have equal opportunities, free from discrimination. Inclusion creates an environment where every employee feels valued, and diversity celebrates the unique perspectives within our workforce. Cookaburra is dedicated to promoting diversity and inclusion, enabling every individual to thrive in our organization.
2. Discrimination in any form is strictly prohibited and will result in disciplinary action, including termination of employment.
3. Cookaburra prohibits discrimination based on age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
4. This Policy will be disseminated to recruitment agencies, provided to all employees, and made available to job applicants.
5. Contractors working with Cookaburra will be reminded of their obligations under this Policy.
6. Cookaburra will implement this Policy in compliance with all relevant laws, regulations, and Codes of Practice.
7. Cookaburra is committed to maintaining a work environment free from harassment or intimidation.

B) Recruitment and Selection

1. Cookaburra will provide training to employees involved in recruitment and selection to prevent discrimination in decision-making processes.
2. While prioritizing equality, Cookaburra will select the most qualified candidates for available positions.
3. Promotion and advancement will be based on merit, consistent with this Policy.
4. Job descriptions and specifications will be reviewed to ensure alignment with Cookaburra’s equality, inclusion, and diversity principles.
5. Vacancies will be advertised without discrimination.
6. Recruitment efforts will be inclusive and diverse.
7. All applicants will be assessed fairly based on their ability to perform the job.
8. Selection criteria will be periodically reviewed to ensure fairness and relevance.
9. Shortlisting and interviewing processes will involve multiple individuals where feasible.
10. Interview questions will be job-related and unbiased.
11. Applicants needing assistance with forms will not be penalized, unless form completion tests job-related English proficiency.
12. Selection decisions will not be influenced by personal biases.

C) Training and Promotion

1. Senior staff will receive training on this Policy to ensure understanding and compliance.
2. Promotion decisions will align with Cookaburra’s equality, inclusion, and diversity principles.

D) Monitoring

1. Cookaburra will regularly review employment records to monitor adherence to this Policy.
2. Monitoring may include collecting and analyzing data on applicant and employee demographics and reviewing relevant records.
3. Results will be reviewed to assess Policy effectiveness and promote greater equality of opportunity.



COOKABURRA GENDER PAY GAP POLICY

1. Introduction

This Gender Pay Gap Policy (“Policy”) sets forth the commitment of Cookaburra (“Company”) to achieving gender pay equity within its organization. This Policy outlines the Company’s approach to identifying and addressing any disparities in pay between male and female employees, as required by applicable laws and regulations.

2. Commitment to Gender Pay Equity

The Company is committed to ensuring equal pay for all employees, regardless of gender. The Company recognizes that pay equity is fundamental to fostering a fair and inclusive workplace environment where all employees have the opportunity to succeed based on their skills, qualifications, and contributions.

3. Data Collection and Analysis

The Company will conduct regular reviews of its pay practices to identify any gender pay gaps that may exist within the organization. This includes analyzing data on salaries, bonuses, and other compensation components to assess whether disparities exist between male and female employees in comparable roles.

4. Transparent Communication

The Company will communicate openly and transparently with its employees about the findings of gender pay gap analyses, including any actions taken or planned to address disparities. The Company encourages feedback and input from employees on how pay practices can be improved to promote gender equity.

5. Equal Pay for Equal Work

The Company is committed to paying employees fairly for the work they perform, regardless of gender. The Company will regularly review job roles, responsibilities, and compensation to ensure that all employees are compensated equitably based on their skills, experience, and performance.

6. Training and Education

The Company will provide training and education to managers and employees on the importance of gender pay equity and how to identify and address unconscious biases that may contribute to pay disparities. This includes training on fair hiring practices, performance evaluation, and promotion processes.

7. Continuous Improvement

The Company will continuously monitor and evaluate its progress towards achieving gender pay equity and make adjustments to policies and practices as needed. This includes setting targets and benchmarks for reducing gender pay gaps over time and implementing measures to address any identified disparities.

8. Accountability

The Company’s leadership team is accountable for ensuring the implementation and effectiveness of this Policy. The Company will regularly review and report on its progress towards achieving gender pay equity to employees, stakeholders, and the public as required by law.

9. Compliance with Applicable Laws

This Policy complies with all applicable laws and regulations related to gender pay equity, including but not limited to the Equality Act 2010 and any subsequent amendments or regulations.

10. Conclusion

The Company reaffirms its commitment to fostering a workplace culture that values diversity, equity, and inclusion. This Policy reflects the Company’s dedication to addressing gender pay disparities and creating a fair and equitable environment for all employees.



COOKABURRA FAIR PAY POLICY

1. Equal Pay for Equal Work

Cookaburra, hereafter referred to as the “Company,” is committed to ensuring that all employees are compensated fairly and equally for similar roles, without regard to gender, race, age, or any other characteristic protected by law.

2. Market Research and Analysis

The Company will conduct regular reviews of industry standards and local market rates to ensure that its compensation packages remain competitive and attractive to top talent in the hospitality sector.

3. Merit-Based Compensation

The Company will implement a performance evaluation system where pay raises and bonuses are tied to individual performance, skills, and contributions to the company’s success.

4. Transparency and Communication

The Company will maintain open communication about pay structures, criteria for salary increases, and any changes to compensation policies to foster trust and understanding among employees.

5. Benefits and Perks

The Company will offer a comprehensive benefits package that includes healthcare, retirement plans, flexible work arrangements, and other perks to enhance employee satisfaction and well-being.

6. Fair Treatment of Freelancers and Contractors

The Company will ensure that freelancers and contractors hired by Cookaburra receive fair compensation based on industry standards and the scope of work agreed upon.

7. Regular Reviews and Adjustments

The Company will conduct periodic reviews of employee compensation to address any disparities or inequities and make adjustments as needed to promote fairness and equity within the organization.

8. Compliance with Legal Requirements

The Company will adhere to all relevant employment laws and regulations regarding minimum wage, overtime pay, and other statutory requirements to protect the rights and interests of its employees.

9. Employee Feedback and Input

The Company will solicit feedback from employees on compensation practices and policies to identify areas for improvement and ensure that their voices are heard in decision-making processes.

10. Training and Development Opportunities

The Company will invest in training and development programs to help employees enhance their skills, advance their careers, and increase their earning potential within the company.