



Quality Policy

It is the policy and objective of TLG UK Ltd to provide a quality service to our clients over and above that which meets the contractual requirements of their orders.

All employees are made fully aware of their responsibilities in understanding, implementing and maintaining this policy by following the procedures outlined at the commencement of employment with TLG UK Ltd.

Health & Safety

The Health & Safety at Work Act 1974 imposes a statutory duty on employers to ensure in so far as is reasonable practicable, the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work. Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

TLG UK Ltd directors are directly responsible for ensuring that the above needs are addressed with all employees and have an assigned First Aider on the premises at all times. Any issues arising from accidents will be dealt with immediately by the directors, however, no accidents or breaches of Health & Safety have been reported to date.

Environmental Policy

TLG UK Ltd is a recruitment consultancy specialising in, but not limited to, IT & Senior Management positions. Although a small organisation, TLG UK Ltd are aware of the impact their business has on the environment around them. With this in mind, TLG aims, wherever possible, to minimise this impact by reducing, reusing and recycling materials and resources and ensuring our suppliers do the same. All of our employees are aware of this policy and are encouraged to act in an environmentally conscious manner, taking responsibility for their own work areas.

Equal Opportunities Policy

TLG UK Ltd ensure that the talents and resources of employees are utilised to the full and that no job applicant or employee receives less favourable treatment on the grounds of gender, marital status, social class, colour, race, ethnic origin, creed, age, sexual orientation or disability or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. TLG UK Ltd is a family friendly company, offering flexible hours to parents wherever possible.

The Leamington Group

Connaught House, Morrell Street, Leamington Spa, Warwickshire, CV32 5SZ

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Email mail@tlguk.com www.tlguk.com



Code of Ethics

TLG UK Ltd strives to be clients' first choice for quality, value and service. Relationships are built on mutual trust which helps us deliver solutions that anticipate and meet our clients' needs.

TLG UK Ltd want to attract, develop and motivate the best people by creating an open, honest, flexible and unprejudiced working environment which encourages people to achieve their full potential.

TLG UK Ltd will compete vigorously but fairly in the market, whilst being honest and trustworthy in all our dealings and always within the law and other regulations. We will always protect and respect the confidentiality of client information and candidates.

TLG UK Ltd knows that communication is key to providing the best service for clients and a cohesive working environment for employees. As such, TLG employees, at all levels, are always open, truthful and helpful.

TLG UK Ltd will care for the health and safety of each other and minimise any potential harmful effects of our activities on the environment.

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