

# Global People Policy

## Our Vision

To give every child the best start in life.

## Our Mission

Deliver high quality childcare and exciting opportunities for learning that give every child a head start as they prepare for school.

## Our Values

- Care** We take care of children entrusted to us and our dedicated staff. All are appreciated and diversity is valued
- Quality** We maintain the highest standards in care and safety and provide exceptional early years education
- Service** We provide exceptional service and are integral to supporting parents bringing up children
- Value** We provide outstanding value for our families



## Introduction

At Busy Bees, our people are everything to us. It is our people who provide the exceptional care and learning experiences for the children entrusted to us every day.

Having appropriately qualified, skilled and well trained people is essential to the success of the Busy Bees Group. As a business, it is our responsibility to ensure they are suitably qualified, well trained, confident and happy at work, in order to thrive and be their best.

## Purpose and scope

This policy sets out the Group standards and commitments by which we aim to provide a rewarding, fair and sustainable working environment for our people, and underpins the local people frameworks, policies and procedures in our global businesses. The policy clearly lays out what our people can expect from us and in return what is expected from them and each other.

This policy applies to all individuals who work with us or for us as employees, agency workers or contractors, in all our global brands. It is the responsibility of the territory Chief Executive Officer and their People Functional leaders to ensure that the contents of this policy is reflected in local territory or country policies and practices.

This policy should be read in conjunction with our Equality, Diversity and Inclusion Policy, our Code of Conduct and local Employee Handbooks.

## Standards and Commitments

By being obsessive about our values, we are confident that we can provide each and every child the best start in life; and that starts with the way we engage with our employees and each other. We commit to ensuring our values are consistently applied across our global brands and territories, and in all team and individual interactions, without exception.

Our standards and commitments have been developed and agreed, and presented here, in line with three focus areas;

1. Legal and Regulatory;
2. Policy and Procedure; and
3. People Best Practice.

### 1. Legal and Regulatory:

#### **Compliance with safer recruitment processes:**

We are committed to ensuring all our people are appropriately qualified and experienced, have completed the necessary pre-employment checks to work legally and are suitable to work with children. All Busy Bees brands will have a safer recruitment policy aligned to local country requirements which must be adhered to, however as a minimum the following is required:

- i. Proof of identification and evidence of legal right to work
- ii. Cleared and up to date background checks to ensure workers are appropriate for working with children, in line with local legislation and regulatory agencies
- iii. Proof of address
- iv. Proof of bank details
- v. At least one verified reference from previous employer
- vi. Proof of highest level of qualification

Where police checks are in process, and only where local legislation and policy allows, individuals may commence work on restricted duties, under the local Restriction Procedure.

We commit to regularly testing our compliance with safer recruitment processes via Busy Bees internal audit function.

**Compliance with local laws:**

In every country in which we work we comply with local laws, whilst being mindful of international standards and benchmarks. This includes ensuring our people are never subject to, or involved in, bribery, corruption or the facilitation of tax evasion. See our [Anti-Bribery and Corruption Policy](#).

**Equal opportunities:**

We treat everyone with respect and dignity, and operate a zero-tolerance policy on discrimination, harassment, violence and aggressive behaviour at work. Our commitments in this area are captured in our [Equality, Diversity and Inclusion Policy](#).

**Health and safety at work:**

We provide safe, clean and healthy working conditions for all our people. We ensure that workers do not exceed reasonable working hours for a safe environment and to provide for a satisfactory balance between work and personal life. We take adequate steps to prevent injury and accidents; providing appropriate protective equipment and suitable accommodation and facilities; first aid assistance; and having in place a comprehensive framework of supporting systems, processes, risk assessments and training. We will not tolerate the use of alcohol, drugs or substances that will cause impairment or impact upon the ability of our people to work safely. See our local [Health and Safety Policies](#).

**Data privacy:**

We handle all our employee personal information in line with local data protection laws. This includes ensuring all information held is accurate; only essential data is collected; all personal details are treated with sensitivity;

all documents, systems and devices on which personal details are held are secure and safe; and data is only stored for as long as necessary before it is securely destroyed/deleted.

**Ethical employment practices:**

We will not use any form of forced, compulsory, trafficked or child labour. We will ensure that all Busy Bees people work on a voluntary basis, and not under threat of any penalty or sanctions. We will not employ anyone younger than the legal minimum age for employment. See our [Modern Slavery Policy](#).

## 2. Policy and Procedure:

**People policies and information:**

We provide our people with simple, straightforward and understandable information about their terms and conditions of employment, and our working practices, policies and procedures.

**Employment concerns and whistleblowing:**

We provide appropriate channels to encourage our people to raise concerns informally (without any fear of victimisation or discrimination), as well as through formal processes and anonymously if they prefer through our [Speak Up](#) channel.

**Disciplinary procedures:**

We ensure that all our people are aware of the standards of performance and behaviour they are expected to achieve and having clear and fair processes in place to manage any misconduct, poor attendance or performance issues with a focus on supporting improvement.

### 3. People Best Practice:

#### **People engagement and participation:**

We are committed to direct employee engagement and participation, and believe that the people who work for us know our business best and know the most about what matters most to our people. We respect the dignity of the individual and support the right of people to freedom of association.

#### **Wellbeing:**

We champion the wellbeing of our people, by providing access to wellbeing benefits, tools and resources to support the various areas of wellbeing.

#### **Remuneration and reward:**

We ensure no one is paid under the applicable statutory minimum wage in force. Financial and non-financial remuneration will reflect the capability, skills and experience of the individual and incentivise behaviours in line with our core values. We are committed to equal opportunities for all and comply with all equal pay requirements.

#### **Recruitment and talent strategy:**

We actively promote skills and employment opportunities for all with clear career pathways and guidance for all roles. We contribute to the Early Years industry through attracting and growing new talent, through traineeships and apprenticeships. We recruit, employ and promote individuals solely on the basis of the skills and abilities needed for the work to be performed.

#### **People development:**

We are committed to ensuring that our people have access to appropriate training, development and progression opportunities.