



APEX RECRUITMENT

CIVIL & CONSTRUCTION INDUSTRIES

COMPANY PROFILE



APEX RECRUITMENT PROVIDES
QUALITY WORKERS FOR THE CIVIL
AND CONSTRUCTION INDUSTRIES
THROUGHOUT NEW ZEALAND

WE OFFER A PERSONALISED
SERVICE TO OUR CLIENTS AND
CANDIDATES ALIKE

A photograph of two construction workers on a rooftop. The worker on the left is wearing a white hard hat, an orange safety vest over a white shirt, and black pants. The worker on the right is wearing a white hard hat with a headlamp, a yellow safety vest over a black shirt, and khaki shorts. They are standing on a wooden platform on the roof, with various tools and materials scattered around. In the background is a modern, multi-story building with grey and brown panels and balconies. The text "APEX MISSION" is overlaid in the center.

APEX MISSION

“TRANSPARENT, LONG-TERM RELATIONSHIPS
FROM CANDIDATE TO CLIENT”

CONTENTS:

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WHO WE ARE & WHAT WE DO

Home to a small team of highly skilled staff, Apex recruitment has a plethora of experience in working with a number of different industries. We work closely with a range of firms, from small local businesses to some of the largest construction companies in Aotearoa, to provide quality workers for the demolition, residential, commercial and civil construction industries. We see this as our first testimony as to how adaptable our team is.

We're a team of experts; highly skilled in recruiting qualified, professional, and experienced workers.

Our aim, is to make placing candidates in suitable roles, as easy and as smooth a transition as possible for all parties involved. No matter the size or scale of the task at hand, we're able to adapt our approach and be agile in the ever changing construction landscape, through this Apex can confidently and calmly, meet the needs of our clients. What stays the same, is our personal approach to each job. We make sure we have a comprehensive understanding of our client's needs, and through our thorough research process, we place staff in roles which suit them best.

We're an eco-friendly business, and complete almost-every process and procedure in a paperless way. Our website is set up to allow candidates to complete their start up registration online, reducing the need for paperwork and an endless stream of forms. Workers are able to complete their timesheets online and our terms of business can be found as a digital file online. This is easily verified against standard site management access protocols.

When looking for new employees why go anywhere else?

We frequently undertake site visits to ensure our clients are satisfied with the staff we have selected, as well as ensuring our candidates are adhering to health and safety regulations. We don't believe in doing our jobs from behind a desk. More often than not, we grab our hard hats and high-vis (which are all delivered without plastic packaging in-line with our sustainable practices) and reach out to our sites in a more non-formal setting, to catch up with the staff and clients, and ensure anything that needs to be addressed, discussed or looked at, can be, in a more approachable way.

We have strong Maori values and are able to respectfully work within specific workplace policies and procedures, to ensure both the candidate and client adhere to regulations on privacy, work-safe conditions and a person's wellbeing. For us, health and safety is key and we place a great emphasis on this as part of our recruitment strategy. Amotai registered and we are a diverse team.



APEX TEAM

We conduct business to a very high standard

Health and Safety is key and we place great emphasis on this, as part of our recruitment process. People, and the relationships we build, are at the heart of what we do.



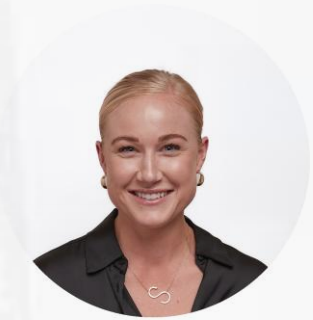
Georgia Hyland

Founder / CEO



Lou Priestley

COO



Sophie Butt

National Recruitment Manager



Donnya Adams

Candidate Manager



Kayla Wareham

Recruitment Consultant



Noveah Rose

Administrator

HEALTH + SAFETY

Safety is a core part of our recruitment process

Where required, Apex employees undergo the following checks:



Qualifications and licenses are all viewed, verified and recorded in the employee's files, along with any requirements for updates. Apex makes sure that all our candidates understand that they need to take part in a site induction prior to commencement of work. We also educate candidates about the importance and responsibility to report work hazards or site accidents.

Our Health and Safety Manager carries out regular safety inspections on-site. They will ensure employees are doing the job they were assigned, that all correct safety precautions are being taken and our clients are happy with the performance of the candidate. We are committed to working with you to make sure that our staff stay healthy and safe while they work on your site.

Incidents and accidents are proactively managed and the worker is properly treated. Apex investigates any incidents and learnings are shared with relevant parties within the week they occur. Clients are a key focus for a successful investigation to achieve a positive outcome



HEALTH + SAFETY

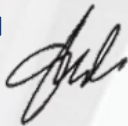
POLICY STATEMENT

Apex Recruitment Limited and its officers recognise that the health and safety of all workers and visitors is of the utmost importance and vital to the success of our business. As such we aim to continuously improve health and safety in the workplace through consultation and increased health and safety awareness of management and workers.

Through the co-operative efforts of management and workers, we are committed to:

- the provision and maintenance of a work environment that is without risks to health and safety
- the provision and maintenance of safe systems of work
- the safe use, handling, and storage of plant, substances, and structures
- the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities
- providing the information, training, instruction and supervision necessary to maintain a healthy and safe workplace
- the provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking
- that the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking
- The focus of Apex Recruitment Limited's health and safety management system is preventing hazards. We will develop a framework for health and safety management and a plan for systematic risk assessment and control of hazards, to progressively improve safe behaviours and safe systems of work across the business

Georgia Hyland
Director



On behalf of Apex Recruitment Limited
December 2024
Review date: December 2025

MODERN SLAVERY POLICY

Apex Recruitment Limited and its officers recognise the importance of ethical practices, fair labour, environmental sustainability, and community engagement. Apex Recruitment is committed to upholding fair pay and ensuring safe working conditions across all facets of our operations. Our policy outlines our firm stance against abhorrent practices and articulates the steps we take to uphold ethical practices and legal obligations

Our commitment:

1. Compliance with laws and regulations:

We pledge to adhere strictly to all relevant laws and regulations concerning modern slavery in New Zealand.

2. Due diligence in recruitment:

Apex Recruitment undertakes rigorous due diligence in the recruitment and selection of candidates.

We ensure that all potential employees, contractors, and partners adhere to our standards of ethical conduct and do not engage in any form of modern slavery or forced labour.

3. Supply chain transparency:

We are committed to fostering transparency and accountability within our supply chain. We engage with suppliers and subcontractors who share our commitment to ethical labour practices and require them to uphold similar standards.

4. Training and awareness:

We provide training and educational resources to our employees and contractors to enhance awareness of modern slavery risks. We encourage the reporting of any suspicions or concerns related to potential instances of modern slavery within our operations.

5. Reporting mechanisms:

We have established clear reporting channels for employees and contractors to raise concerns or suspicions related to modern slavery.

This policy applies to all employees, contractors, and individuals associated with Apex Recruitment. We are committed to ensuring that modern slavery has no place in our operations and supply chain.

Georgia Hyland
Director



On behalf of Apex Recruitment Limited
December 2024
Review date: December 2025

ESG STATEMENT

At Apex Recruitment Limited, we are dedicated to fostering a sustainable future and actively engaging with our community. Committed to reducing our environmental footprint, we have transitioned to paperless operations for employee onboarding and contractual processes, utilizing online platforms and email correspondence. Additionally, our conscious choice to order PPE supplies with minimal packaging has significantly reduced unnecessary plastic usage.

To mitigate our environmental impact, we've integrated hybrid vehicles into our fleet, aiming to curtail greenhouse gas emissions. Moreover, within our office premises, we champion recycling efforts through designated waste disposal units.

Community support is integral to our values. We've extended aid to various causes, including contributing 'safe nights' to women's refuge, providing school lunches through 'Eat my Lunch' in Auckland, and aiding flood-affected regions like the Hawkes Bay with essential supplies. As an all-female office, we prioritize diversity within the construction industry, continually seeking to amplify women's representation in our workforce.

Our commitment to employee safety remains unwavering. We conduct regular toolbox talks, site audits, and visits to ensure a secure working environment. Additionally, our 'pizza drops' to selected sites not only offer a chance for team bonding but also underscore our dedication to fostering a supportive work culture.

Continuously striving for improvement, we aspire to expand our sustainability efforts, deepen community engagement, foster diverse talent, enhance employee well-being, and maintain transparent reporting practices. Our pledge is to uphold these values, remaining accountable for our actions and progress in pursuing environmental, social, and governance goals.

Georgia Hyland
Director



On behalf of Apex Recruitment Limited
December 2024
Review date: December 2025

DRUG + ALCOHOL POLICY

Apex Recruitment is committed to providing a safe, healthy, and productive workplace by ensuring it remains free from the risks associated with drugs and alcohol. We recognise our responsibility to protect the wellbeing of all employees, contractors, clients, and members of the public who may come into contact with our organisation.

The use, possession, or influence of drugs or unauthorised alcohol in the workplace is strictly prohibited. Any employee found to be impaired, or under the influence while at work, may be subject to disciplinary action, up to and including termination of employment.

To support this commitment, Apex Recruitment may carry out pre-employment, random, and cause-based testing.

We acknowledge that drug and alcohol dependency can be an acquired and treatable condition. For this reason, employees are encouraged to seek support, and the company will provide reasonable assistance and access to rehabilitation programmes where appropriate. Employees are also required to notify their manager if prescribed or over-the-counter medication could affect their ability to perform work safely.

This statement reflects our ongoing commitment to protecting health and safety, maintaining professional standards, and supporting employees in making responsible choices.

A copy of the full **Drug and Alcohol Policy and Procedure** is available on request.

Georgia Hyland
Director



On behalf of Apex Recruitment Limited
December 2024
Review date: December 2025

HARASSMENT + BULLYING

Apex Recruitment Bullying and Harassment Policy

Purpose: Apex Recruitment is committed to providing a work environment free from bullying and harassment, where all individuals are treated with respect and dignity. This policy outlines our commitment to preventing and addressing any form of bullying or harassment within our organization.

Scope: This policy applies to all employees, contractors, clients, and visitors associated with Apex Recruitment, regardless of their location or role.

Definitions:

Bullying: Repeated and unreasonable behaviour directed towards an individual or group that creates a risk to health and safety. This includes actions that victimize, humiliate, intimidate, or threaten. Acting unusual for them

Harassment: Unwelcome behaviour that is offensive, humiliating, or intimidating. This encompasses sexual harassment and harassment based on race, age, disability, religion, or any other protected characteristic.

Responsibilities:

Management:

- Promote a culture of respect and zero tolerance towards bullying and harassment.
- Implement and uphold this policy.
- Address complaints promptly and confidentially.

Employees:

- Treat others with respect and refrain from engaging in bullying or harassment.
- Report any instances of such behaviour.

Reporting Procedures:

Employees who experience or witness bullying or harassment should:

- Report the behaviour to their immediate supervisor or another designated manager.
- If uncomfortable reporting internally, contact external bodies such as Employment New Zealand for guidance.

Investigation Process:

Upon receiving a complaint:

- An impartial investigation will be initiated promptly.
- Confidentiality will be maintained to protect all parties involved.
- Both the complainant and the respondent will have the opportunity to present their perspectives.
- Findings will be documented, and appropriate actions will be taken based on the results.

Disciplinary Actions:

If bullying or harassment is substantiated, disciplinary actions may include:

- Formal warnings.
- Mandatory training or counselling.
- Suspension or termination of employment.

Support for Affected Individuals:

Apex Recruitment will provide support to those affected by bullying or harassment, which may include counselling services or adjustments to work arrangements.

Policy Review:

This policy will be reviewed annually to ensure its effectiveness and relevance.

Georgia Hyland
Director



On behalf of Apex Recruitment Limited
December 2024
Review date: December 2025

HELPING YOU BUILD A BETTER TOMORROW

CIVIL AND CONSTRUCTION



(09) 390 3947

Accounts@apexrecruitment.co.nz

15/E Vega Place, Rosedale,

Auckland 0632