



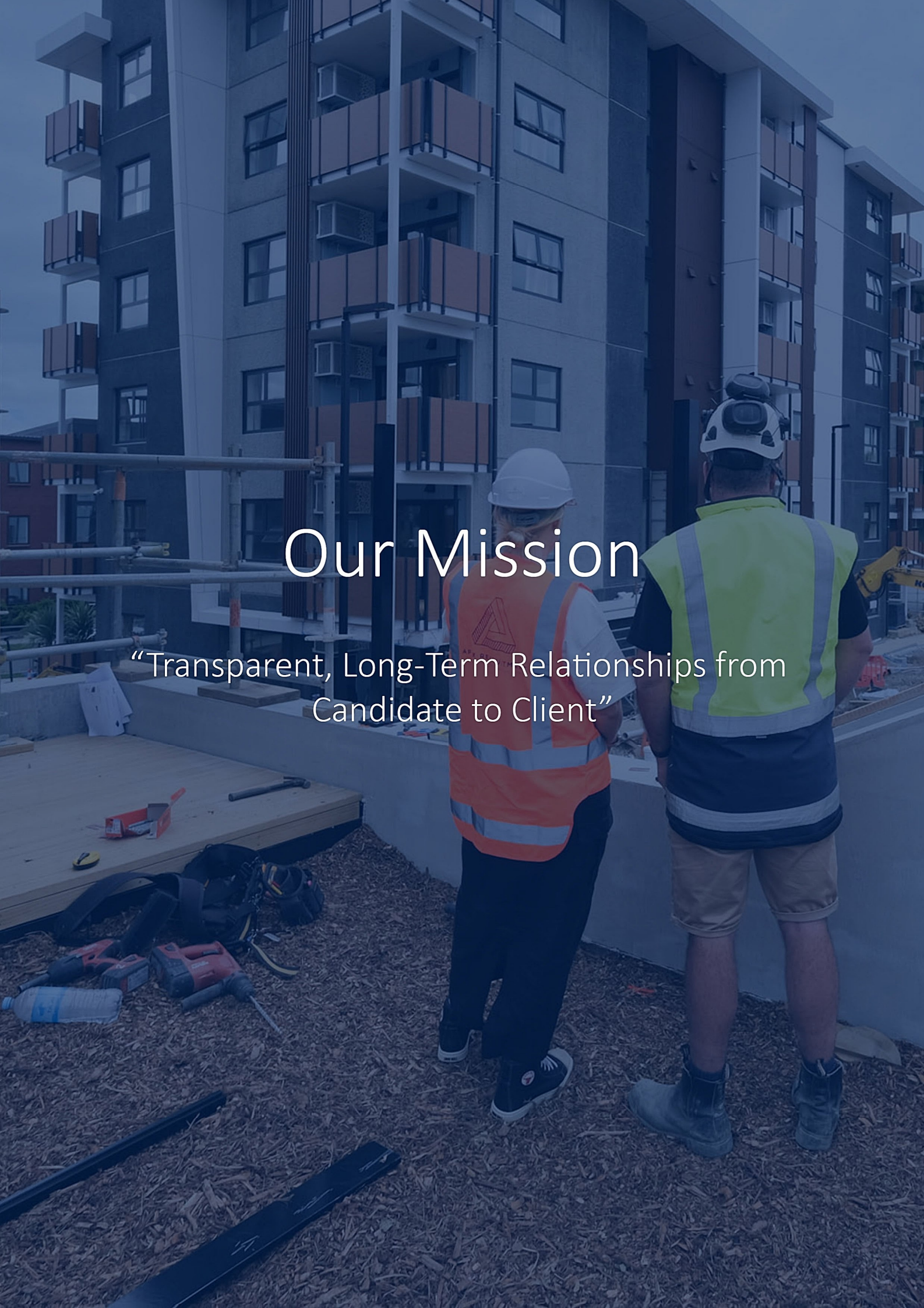
APEX RECRUITMENT

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.



Our Mission

“Transparent, Long-Term Relationships from Candidate to Client”



CONTENTS:

WHO WE ARE

WHAT WE DO

OUR TEAM

HEALTH + SAFETY

WHO WE ARE & WHAT WE DO

Home to a small team of highly skilled staff, Apex recruitment is an all female company with a plethora of experience in a 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.



OUR 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



Maia Kelly
Senior Client Account
Manager



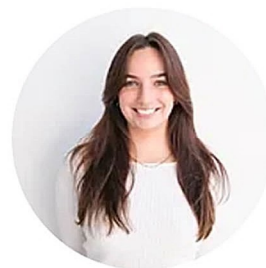
Louise Priestley
CFO



Sophie Butt
National Recruitment
Manager



Noveah Rose
Administrator



Bronté-Ruby Eggels
Recruitment Candidate
Co-Ordinator



HEALTH + SAFETY

Safety is a core part of our recruitment process.

Where required, Apex employees undergo the following checks:



**HEALTH + SAFETY
INDUCTION**



**REFERENCES
CHECKED**



**ACC HISTORY
CHECKED**



**DRIVERS LICENSE
CHECKED**



**CRIMINAL HISTORY
CHECKED**

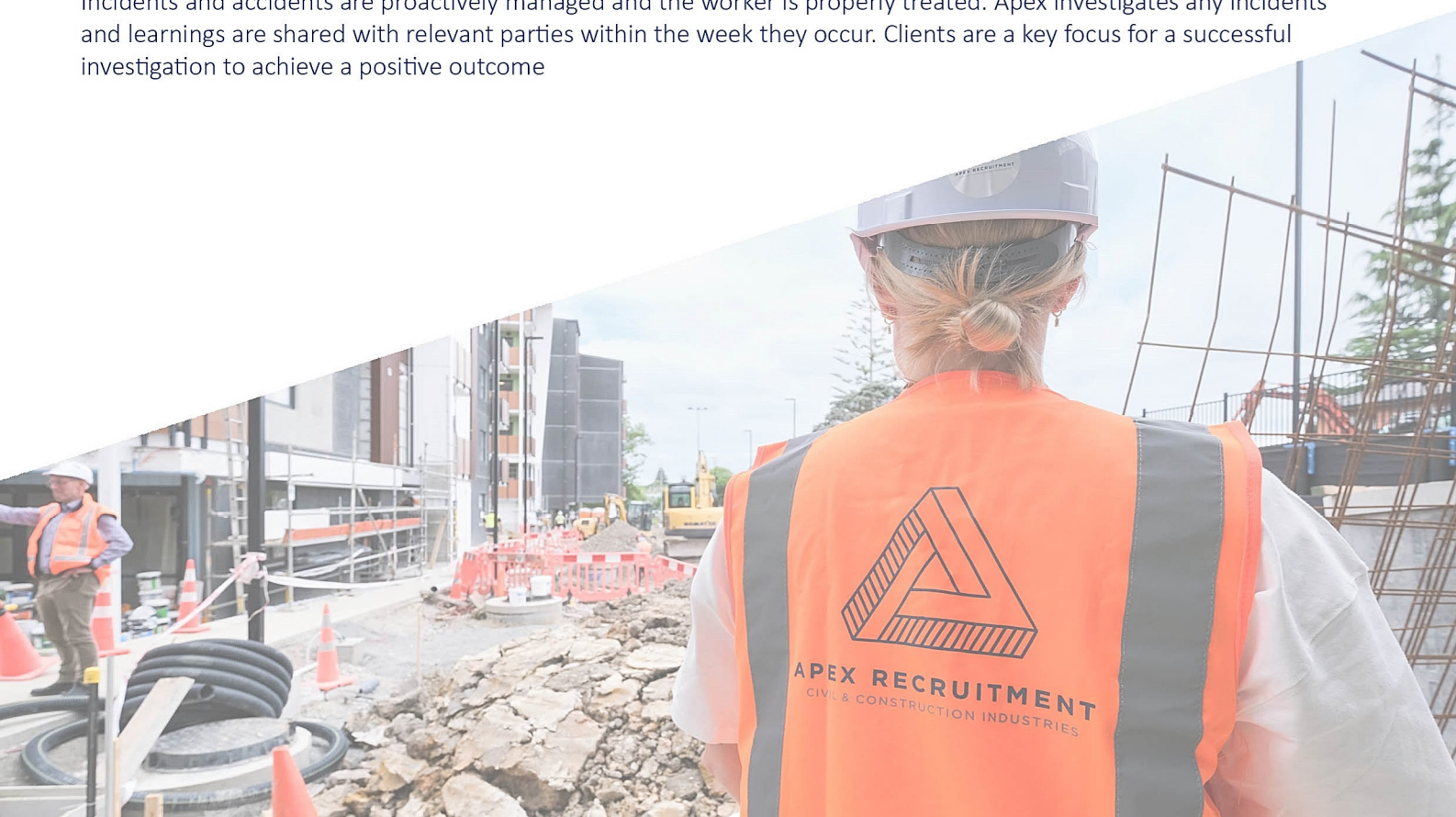


**DRUG + ALCOHOL
TESTING**

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 2023
Review date: December 2024

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 2023
Review date: December 2024

HELPING YOU BUILD A BETTER TOMORROW

CIVIL AND CONSTRUCTION



(09) 390 3947

apex@apexrecruitment.co.nz

15/E Vega Place, Rosedale,

Auckland 0632