Responsible Recruitment Toolkit (RRT)
Terms & Conditions

By browsing the RRT website (located at the following URL: responsiblerecruitmenttoolkit.org/ and its subpages), subscribing to the RRT online tool, or booking places on/attending RRT training or webinars, organisations and individuals agree to comply with and be bound by the following terms and conditions that govern their relationship with the Scheme Owners in relation to the RRT programme.

The RRT programme and website is owned by allianceHR Ltd (registered in England (Company Registration No. 5379663), operating in partnership with the Association of Labour Providers Ltd (registered in England (Company Registration No. 9427427), both of Camberley House, 1 Portesberry Road, Camberley, Surrey GU15 3SZ (the Scheme Owners). Enquiries regarding these terms and conditions should be emailed to info@responsiblerecruitmenttoolkit.org.

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A. Terms and Conditions:

1. RRT website (and the RRT online tool hosted on the website)

   1.1. The content of the pages and materials of the RRT website are for Users’ general information and use only. It is subject to change without notice. The Scheme Owners, our partners and any third parties do not provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any particular purpose. Users acknowledge that such information and materials may contain omissions, inaccuracies or errors and we expressly exclude liability for these to the fullest extent permitted by law.

   1.2. Use of any information or materials contained on the RRT website is entirely at Users’ own risk, for which the Scheme Owners shall not be liable for any direct or consequential loss. Users are responsible for ensuring that any products, services or information available through the RRT website meet their specific requirements. It is strongly recommended that Users take legal or other professional advice as appropriate if they require any specific guidance in connection with the information available through the RRT website.

   1.3. From time-to-time the RRT website may also include links to other websites. These links are provided for Users convenience to provide further information. They do not signify that the Scheme Owners endorse the websites. We have no responsibility for the content of the linked websites.

   1.4. Users should ensure that they have appropriate security measures in place to protect them from any unintentionally damaging content within the RRT website or links from the RRT website.

   1.5. Users may only create a link to the RRT website from another website or document with prior written consent. Please email the Scheme Owners (see contact details above) to enquire.

   1.6. The Scheme Owners own intellectual rights of all content on the RRT website. Users are not permitted to copy or recreate the content.

   1.7. Only business legal entities are permitted to subscribe at the ‘full’ level on RRT online tool (unless conditions described in 1.9 are met).

   1.8. Subscribers are expected to be employed (or contracted on a long-term basis) directly by the subscribed business. Subscribers or other representatives of the subscribed business are not permitted to share RRT website content or share access to their subscription account with any party who is not also directly employed (or contracted on a long-term basis).
by the subscribed business. Where a subscribed business shares access to their subscription account with a long-term contractor, e.g. an external consultant, the subscribed business is responsible for ensuring that the contractor only uses the subscription account according to these terms of use (i.e. not for the consultant’s own commercial use).

1.9. At subscription, subscribers are required to provide an official business email address (associated with the business name subscribed under) in the ‘email’ field. Personal email addresses are not permitted. The Scheme Owners reserve the right to withdraw access to an account where a business email address is not provided.

1.10. NGOs/charities, trade associations, academic institutions, recruitment process outsourcing businesses, consultancies and consultants (unless individual consultants are contracted to work for a subscribed business on a long-term basis – see 1.8), require a partnership agreement to subscribe at the ‘full’ level on the RRT online tool or attend RRT online training. Please email the Scheme Owners (see contact details above) for more information.

1.11. Users may only use the RRT online tool to self-assess the subscribed business. Users confirm that the business details submitted at subscription are correct, including the business name. The Scheme Owners reserve the right to reject a subscription request if any Users are found to have submitted incorrect details, or to cancel a subscription without refund if any Users are found to be using RRT to assess a business which does not operate under the same business entity described at subscription (subscribed business).

1.12. Subscribed businesses are responsible for ensuring that parties who have left employment (or end a long-term contract) at the subscribed business no longer have access to the subscription account. A representative from the subscribed business should do this by:
   a. Changing the account password (via the ‘My Account’ page)
   b. Contacting the Scheme Owners (see contact details above) to request an update of the account contact email address (the email address used to log-in to the account).

1.13. The Scheme Owners reserve the right to withdraw access to an account where they believe that the contact details are no longer valid (i.e. the subscriber has left the subscribed businesses).

1.14. The subscriber can give permission to change the account contact email address (the email used to log-in to the account) if required (e.g. if responsibilities change) by contacting the Scheme Owners - see contact details above. If the subscriber is unable to give permission (e.g. they are on long-term leave) then another representative from the subscribed business can give permission. By making this request on behalf of the subscriber the representative confirms that they have the authority to do so.

1.15. The Scheme Owners use appropriate technical and organisational measures to back up data inputted into and contained on the website. Data back-up cannot be guaranteed. Where Scheme Owners become aware of data loss, Users will be notified.

1.16. The Scheme Owners operate procedures and security features to reduce the risk of unauthorised access to data inputted into the website. The transmission of any information via the internet is not completely secure and the data input by Users is done so at their own risk. Where Scheme Owners become aware of a data breach, Users will be notified.

1.17. All paid for ‘full’ level subscriptions on the online tool will last one year unless other terms apply. A subscriber can renew their ‘full’ subscription within 3 months of the expiry of their current subscription via their ‘My Account’ page once logged in to their account. The subscriber will need to provide subscription information to confirm renewal, and pay for the subsequent year’s subscription fees. If a business does not renew their subscription before expiry of their current subscription, their subscription level will automatically change to ‘entry’ after the date of expiry.

1.18. For up to 2 years, subscribers can upgrade their level again when they wish to resume access the enhanced functionality and their previous self-assessed data and reports. If data is not accessed (through an upgrade) within 2 years, the Scheme Owners reserve the right to delete it.

1.19. Multi Account Subscribers confirm that any Sub Accounts created and linked to their account operate under the same business entity described at registration/subscription, for example as different operating sites, business units or functions. The Scheme Owners reserve the right to reject a request to create a Sub Account which is found not to operate under the same business entity.

1.20. Users use of the RRT website and any dispute arising out of such use of the website is subject to the laws of England and Wales.

2. RRT training

2.1. The Scheme Owners own intellectual rights of all content of the RRT training. Delegates or others are not permitted to copy or recreate the content.
Cancellation/refunds, re-booking & transfers

2.2. Up to 7 days before the training event delegates can choose either to:
   a. Cancel their booking and receive a full refund (if the ticket(s) were paid for)
   b. Re-book a place on an alternative date on the same training event.

2.3. Within 7 days (but before 1 business day) of the event delegates can transfer their booking to a colleague (employed/contracted within the same business entity).

2.4. Within 1 business day of the event delegates will not be able to receive a refund, rebook or transfer their booking.

2.5. Delegates must notify the Scheme Owners (see contact details above) within the stated timeframes for the terms to apply.

2.6. The Scheme Owners reserve the right to cancel or adjust the timings of a training event. In such cases delegates will be notified as soon as possible before the event and offered alternative dates to re-book or a full refund (if the tickets were paid for).

Accessing online training

2.7. A confirmation email will be sent to delegates immediately after booking a place on training, and joining instructions will be emailed to delegates at least 3 businesses days before the training session to enable them to access the training.

2.8. Delegates are responsible for providing correct contact details so the Scheme Owners can communicate with them prior to the training event. They are also responsible for contacting the Scheme Owner (contact details above), should they not receive expected training related emails within the expected timeframes (described in 2.7).

2.9. Delegates will not be able to access or view the recording of the training after the session.

Training completion criteria

2.10. To be registered as having completed a training event, delegates must actively attend the full duration of the session and complete the short quiz included as part of the training. Individual results from the quiz will not be shared with any third-party.

Certificate of training completion

2.11. Delegates can receive certificates of training completion subject to fulfilling the criteria set out in 2.10.

3. Benefits for RRT Sponsors’ suppliers and ALP members

3.1. RRT Sponsors’ suppliers eligible to access applicable RRT benefits include businesses that are RRT Sponsors’:
   a. Own-label suppliers (at any tier) and not-for-resale suppliers/service providers (at tier one)
   b. Direct labour providers/recruiters or those used by their eligible suppliers (i.e. those described in 3.1a)

Eligible businesses remain eligible to access applicable RRT benefits whilst the Sponsors they supply are active RRT Sponsors or until terms change. If eligibility changes, according to the Scheme Owners records, the Scheme Owners will notify the relevant contact (see 7.3 for more details regarding access to benefits).

3.2. ALP members must be a labour provider/recruiter and an active member (i.e. payment of membership fees is up-to-date) to be eligible to access RRT benefits. Eligible businesses remain eligible to access applicable RRT benefits throughout the duration of their ALP membership or until terms change.

3.3. Eligible businesses do not include branded suppliers/retailers, consultancies, consultants, NGOs/charities, trade associations, academic institutions or recruitment process outsourcing businesses.

3.4. The applicable RRT benefits eligible businesses (as described in 3.1 and 3.2) can access are unlimited*:
   a. Free ‘full’ level subscriptions to the RRT online tool.
   b. Free places on the RRT online training courses, including:
      - Introduction to Responsible Recruitment
      - Eliminating Worker-Paid Recruitment Fees
      - Labour Supply Chain Due Diligence & Partnerships
      - Safe Work for Agency/Contracted Workers
      - Fair & Equal Opportunity & Treatment
4. Benefits for beneficiaries of the Stronger Together US Program (US-based fresh produce businesses)

5.1. Under Stronger Together US funding, eligible US-based fresh produce businesses can access applicable RRT benefits (see 5.2) for free. This offer is available until July 31, 2022 or until terms change.

Eligible businesses include farm labor contractors, labor recruiters, growers, vendors, shippers, packers, brands and retailers based in, and operating within, the United States (US) fresh produce or wine grapes sector.

Eligible businesses do not include consultancies, consultants, NGOs/charities, trade associations, academic institutions or recruitment process outsourcing businesses.

5.2. The RRT benefits eligible businesses (as described in 5.1) can access are unlimited*:

a. Free ‘full’ level subscriptions to the RRT online tool until the 31st July 2022**.

b. Free places on the applicable (US specialised) RRT online training courses (course titles to be confirmed)

*Unlimited access to benefits is subject to a ‘reasonable use policy’ (see 5 for details).

**If a business wishes to renew their ‘full’ level subscription after the 31st July 2022 they may need to pay the standard subscription fees (see 1.17 for more information).

5. Unlimited access to benefits ‘reasonable use policy’

6.1. Access for eligible businesses (described in 3.1, 3.2 and 5.1) to unlimited benefits is subject to a ‘reasonable use policy’.

For training, the number of free training places booked by a business entity should not unreasonably prevent other businesses from booking, i.e. if a business booked up enough free places to fill a training session close to capacity resulting in others being unable to book. For the online tool, businesses should not take out more free ‘full’ subscriptions than they expect to actively use within their business.

6.2. The Scheme Owners reserve the right to withdraw access to RRT services where this policy has not been adhered to.

6. Accessing benefits

7.1. Any individual accessing an RRT benefit (i.e. subscribing to the online tool or attending training) must be employed (or contracted on a long-term basis) directly by an eligible business entity (as described in 3 or 4).

7.2. When accessing an RRT benefit the individual (described 7.1) will be asked and must confirm how their business is eligible (i.e. when submitting subscription details or booking training). For RRT Sponsors’ suppliers this must include indicating which RRT Sponsors they, or their clients, supply.

7.3. The Scheme Owners reserve the right to withdraw access to RRT services where eligibility has not been demonstrated, cannot be verified or ends according to their records.

8. RRT business partners

8.1. Responsible Recruitment Toolkit (RRT) Business Partners are businesses that have uploaded evidence to publicly demonstrate their commitment to responsible recruitment. In doing so:

a. Their business profile and uploaded evidence of commitment are listed publicly on the RRT website. This information is publicly visible and transparent to those wishing to view the information supplied.

b. They receive the RRT Business Partner logo for the relevant calendar year to use in their business materials.

8.2. Business can apply to become an RRT Business Partner by:

a. Subscribing (or logging in) at the ‘full’ level on the RRT online tool.

b. Once logged in, completing, and uploading evidence in all fields of the Business Partner Commitment Form on the following page: responsiblerecruitmenttoolkit.org/become-an-RRT-business-partner.

By uploading evidence, businesses are making a voluntary disclosure of a commitment to responsible recruitment.

8.3. The Scheme Owners will verify a business’s submission and confirm their status within 3 business days. If approved as an RRT Business Partner, they will receive the RRT Business Partner logo for the relevant calendar year, and their business profile and evidence will automatically appear on the public list.

8.4. The Scheme Owners do not validate uploaded evidence and will not comment or enter into dialogue on any individual business. An RRT Business Partner status should not be treated as evidence of compliance with any relevant legal licensing or conformance with industry certification.
8.5. Once evidence is submitted, only the Scheme Owners can amend it. If an RRT Business Partner needs to make an amendment to the evidence uploaded, they should notify the Scheme Owners on info@responsiblerecruitmenttoolkit.org.

8.6. RRT Business Partners will need to update their evidence each year to renew their Business Partner status and to receive the new RRT Business Partner logo. Renewals will open approximately 3 months before the start of the Business Partner calendar year and will close approximately 3 months after the new calendar year has started. An email reminder will be sent to the subscriber’s email address. If RRT Business Partners do not renew their evidence within the renewal timeframe, they may lose their Business Partner status.

8.7. The RRT Business Partner logo may be used in business materials as required. On websites and digital media, the logo should contain a link to www.responsiblerecruitmenttoolkit.org. No other RRT logo may be used by the business for any purposes (e.g. external marketing) other than the RRT Business Partner logo, and only where the above conditions have been met.

9. **Use of data**

9.1. The Scheme Owners will treat all obtained data in confidence, other than that which is in the public domain or unless otherwise required to do so by law.

9.2. The Scheme Owners reserve the right to use data entered by individuals when accessing or using RRT services to produce and publish anonymised aggregated reports.

9.3. When accessing RRT services, individuals agree to receive communication from the Scheme Owners and related programmes regarding service updates, the RRT programme and other information which may be of interest to them. This includes the RRT newsletter. Individuals have the option to ‘opt-out’ from receiving marketing emails.

9.4. By indicating the RRT Sponsors supplied when accessing any RRT benefit (see 7.2), individuals confirm that the Scheme Owners can share with the indicated RRT Sponsors:
   a. Their business information (including business name, location, industry and business type)
   b. Anonymised self-assessment data entered into the online tool (within aggregated reports)
   c. Data related to engagement with applicable RRT benefits (e.g. attendance, or completion of, free training and/or free or discounted subscription to the online tool).

B. **Key definitions:**

- **Business entity** means a business legal entity that conforms with laws and regulations.
- **Delegate** means an individual who has booked, or attends, a training session.
- **‘Entry’ level subscription** allows access to the functionality of an ‘entry’ account on the RRT online tool (follow this URL for more details: responsiblerecruitmenttoolkit.org/online-tool/). This subscription level is at no cost.
- **Multi Account** is an account on the RRT online tool that allows a Subscriber to set up and access Sub Accounts.
- **Online training** is training that can be is delivered and accessed over the internet.
- **‘Full’ level subscription** allows access to the functionality of a ‘full’ account on the RRT online tool (follow this URL for more details: responsiblerecruitmenttoolkit.org/online-tool/). This subscription level can be paid for or provided at no cost for eligible businesses.
- **RRT online tool** is an area of the RRT website, including responsible recruitment guidance and self-assessment functionality, which requires a subscription to access. Subscriptions can be paid for (payment of subscription fees provides access for 1 year) or at no cost for eligible businesses.
- **User** means an individual who visits or interacts with any part of the RRT website.
- **Scheme Owner** means allianceHR Ltd operating in partnership with the Association of Labour Providers Ltd.
- **Sub Account** means an account that is set-up, linked and accessed (viewed and edited) by a Multi Account on the RRT online tool. It allows access to the same functionality as the ‘full’ account. This subscription level is at no cost.
- **Subscription** means the process of entering business information and (for the ‘full’ subscription level) paying/declaring eligibility to create an account on the RRT online tool.
- **Subscribed business** means the business entity (or eligible organisation were conditions are met) described at subscription.
- **Subscriber** means a User who has entered their contact details (incl. email address) to create an account on the RRT online tool.

- End -