Recruitment Fee Policy Statement

EQL-FEE-01 · Version 1.2 · Effective 31 October 2026 (replaces version 1.1 of 18 October 2026)

Equation Limited (registered company no. 16877403), trading as Equation Recruitment, is committed to fair, ethical and transparent recruitment.

We never charge you. Equation Recruitment does not charge temporary workers, agency workers or candidates any recruitment fee, placement fee, registration fee, administration fee or any other cost for finding, obtaining or keeping work through us.

This includes, without limitation, charges for registration, vetting, right-to-work checks, training needed for an assignment, personal protective equipment needed for an assignment, and any transport or accommodation arranged by us or by a client.

No deposits, loans or advances. We never ask for a deposit, and we never make a loan or an advance of pay a condition of getting or keeping work.

All costs of recruitment and placement are met by Equation Recruitment or by our clients. You are never required to pay for our recruitment services.

No third party acting for us, including any recruitment partner, agent or sub-supplier, in the United Kingdom or overseas, may charge you any such fee.

If you have paid a fee, we will pay it back. Where a fee or cost is found to have been paid by a worker in connection with getting work through Equation Recruitment, we will reimburse that worker in full, without deduction. No one will suffer any detriment for raising a concern under this policy.

We operate in line with the Employment Agencies Act 1973, the Conduct of Employment Agencies and Employment Businesses Regulations 2003 and the Fair Work Agency Licensing Standards (licence EQUA0007), and are committed to work that is free from recruitment fees and financial exploitation.

How to raise a concern

- Email jason@equationrecruitment.com or phone 01869 323444 and ask for the Managing Director.
- Online: Raise a concern at equationrecruitment.co.uk/policies (you can stay anonymous).
- In confidence, outside Equation: the Fair Work Agency on 0800 432 0804, or the Modern Slavery Helpline 08000 121 700 (24 hours, free).
- You can also use our whistleblowing route — see our Whistleblowing Policy.

Equation Limited t/a Equation Recruitment · 45 Wedgwood Road, Bicester, Oxfordshire OX26 4UL

Signed: Jason Norman, Managing Director · 31 October 2026

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