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| Document | Recruitment & Employment Confederation (REC) Policy |
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Highgrade Recruitment Ltd are a corporate member of the Recruitment Education Commission (REC) and are in the process of becoming accredited. Highgrade Recruitment will observe the highest principles of ethics, equity, integrity, professional conduct and fair practice in dealing with others and will endeavour to conduct our business in a manner to enhance the operation, image and reputation of the recruitment industry while observing high standards. We will observe the general and detailed principles as set out by REC.

PRINCIPLE 1 Respect for Laws

Adhering to this principle will ensure that all members of the REC are fully compliant with all legislation, statutory codes and official guidance relevant to the recruitment industry, including those which relate to the Agency Workers Regulations, Equal Opportunities, Equal Pay, Asylum & Immigration, Taxation, Health & Safety, Data Protection, Trade Union membership, Rehabilitation of Offenders, Telecommunications Privacy and Working Time regulations. Having a clear understanding on what your obligations are under the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the Conduct Regulations) and all other relevant legislation and guidance, and how to comply with the above is key to meeting this principle.

This Code is binding on all corporate members of the REC and their subsidiary/associate companies. Where a member operates in a sector or sectors covered by one or more of the REC's industry sector codes of practice, the requirements of the applicable code or codes are also binding. Complaints against REC members from candidates, clients or others, can be investigated under the REC Complaints & Disciplinary Procedure.

PRINCIPLE 2 Respect for honesty and transparency

This principle seeks to establish clear understanding of the obligations REC members have towards all those whom they come into contact with, in particular hirers and work seekers. It aims to ensure that the highest levels of professional conduct enhance the image and reputation of the Industry. By adopting the following checklist as part of your internal practices you will be able to demonstrate that you meet this Principle.

PRINCIPLE 3 Respect for work relationships

This principle seeks to clarify your obligations (both ethical and legal) and prevent situations where those whom you come into contact with as part of the recruitment process feel that you have acted unethically and outside any contractual obligations. The following checklist is aimed at ensuring that you meet both the legal and ethical obligations of this principle.

PRINCIPLE 4 Respect for diversity

This principle emphasises the importance of not only complying with Equal Opportunities legislation, but seeks to raise awareness and compliance with the business benefits of actively promoting and applying the values of equity, diversity and corporate social responsibility in recruitment practice. The following checklist is aimed at ensuring that you meet both the legal and ethical obligations of this principle.

PRINCIPLE 5 Respect for Safety

Members will act diligently in assessing risks to work seekers and clients and will not knowingly put at risk candidates, clients or others. b Members will inform work seekers whenever they have reason to believe that an engagement may cause a risk to health and safety.

PRINCIPLE 6 Respect for professional knowledge

Members will work diligently to develop and maintain a satisfactory level of relevant and current professional knowledge. b Members will ensure that their staff are adequately trained and skilled to undertake their responsibilities in recruitment practice.

PRINCIPLE 7 Respect for certainty of engagement

Members must supply work seekers with full details of the work, conditions of employment, the nature of the work to be undertaken, rates of pay, method and frequency of payment and pay arrangements in accordance with requirements of current legislation. b Members will ensure that any variation

to the engagement can only occur with prior notification and agreement of the worker.

PRINCIPLE 8 Respect for prompt and accurate payment

Members will pay promptly and accurately any wages and benefits due in accordance with any agreed terms and legal requirements. Members should not penalise temporary/contract workers, for example for having been late or failed to attend part or all of an assignment or for poor performance, by making deductions from pay due for time that they have actually worked. c Members will not take on assignments that could result in their inability to pay temporary/contract workers.

PRINCIPLE 9 Respect for ethical international recruitment

Members must supply all overseas work seekers with the same level of information as set out and implied in Principle 7, abide by all relevant legislation and Home Office guidelines and provide all relevant and applicable information to work seekers, clients and others. c Members recruiting from outside the UK must not use overseas agents who charge for their services, unless that is the legal and normal custom and practice sanctioned by the government of the country of origin. In addition, members must make all reasonable efforts to ascertain such information about any agents used and should be able to demonstrate that they have done so. d Members should observe the highest principles of social responsibility, integrity, professionalism, equity and fair practice in their dealings with all overseas work seekers.

PRINCIPLE 10 Respect for confidentiality and privacy

Members must observe the highest principles of integrity, professionalism, equity and fair practice to maintain the confidentiality and privacy of candidate and client information and should respect the confidentiality of records in accordance with law and good business practice. b Members and their staff must ensure that they have obtained consent or that they have another legal basis which they can rely on (such consent or legal basis to be documented)

before disclosing, transferring, displaying, submitting or seeking confidential or personal information.

Compliance

Since July 2012 all new members to the REC have been asked to complete an online compliance test as part of their membership process. All existing members of the REC are also required to undertake the test every two years to prove to clients and candidates that they continue to conform to the highest standards. The compliance test assesses a members knowledge of the REC's Code of Professional Practice and legislation relevant to the recruitment industry.