



REC Code of Ethics and Professional Conduct

Vision and Purpose

We believe that the credibility and reputation of the recruitment industry is shaped by the collective conduct of individual recruiters.

The purpose of the code of ethics and professional conduct is to instil confidence in the recruitment profession and to help and individual become a better recruiter; it describes the business ethics expectations placed upon the institute's members.

The code articulates the ideals to which we aspire as well as the behaviours that are mandatory in our profession.

We truly believe that we can advance our profession, both individually and collectively, by embracing this Code of Ethics and Professional Conduct.

This Code of Ethics and Professional Conduct applies to all members.

Standards

Standard 1

Respect for Work Relationships

- a). In order to establish trust and build productive work relationships, you must due diligence and observe high standards of accuracy of information, advice given and timelines, to both clients and work seekers.
- b). Treat all recruitment professionals with respect and aim to work in a fair and open competitive environment.
- c). This standard also seeks to emphasise the importance of applying an ethical and professional approach to customer service at all times.

Standard 2

Respect for Honesty and Transparency

- a). You must act at all times with integrity, honesty the highest ethical standards and appropriate behaviour.
- b). You will not engage in any activities which would bring the recruitment industry, the REC or IRP into disrepute.

Standard 3

Respect for Confidentiality and Privacy

You must observe and respect the confidentiality of your clients and work seekers and ensure this is maintained at all stages of the recruitment process.

Standard 4
Respect for Laws

- a). You must comply with all relevant legislation, statutory and non – statutory codes and official guidance that will impact on your role in recruitment.
- b). In particular, you should make sure that you know what steps to take in order to ensure compliance with the employment Agencies Act 1973, the Conduct Regulations 2003 (and amendments).

Standard 5
Respect for Diversity

- a). You must ensure that you treat all clients and work seekers with dignity and respect, and aim to provide employment opportunities based on objective business and competency related criteria.
- b). You should always promote fair recruitment practices
- c). You should not act on instruction from a client that may be discriminatory and, where possible, you should provide guidance to clients in respect of good diversity practice.

Standard 6
Commitment to Professional Development

- a). You should ensure that you are well informed about recruitment practices, and that you continually seek to improve your knowledge, skills and qualification base.
- b). Use your IRP status to encourage clients to trust your professionalism.
- c). Use the IRP designatory letters at all times and appropriately whilst a member of the Institute of Recruitment Professionals.
- d). Ensure that you regularly review the IRP notification sent to you. This will ensure that you are aware of any information that could impact on the recruitment industry and your day to day job.