

BREACHES OF THE CODE AND CONSEQUENCES

- a) Any breaches of the Code of Ethics and Professional Conduct will be investigated under the REC Complaints and Disciplinary Procedure and may be referred to our Professional Standards Committee. Sanctions include:
 - ✓ A compliance order
 - ✓ Warning
 - ✓ Expulsion from the IRP (with or without publicity)
- b) IRP members will be investigated if we believe that there has been a breach of the Code of Ethics and Professional Conduct.
- c) If a REC investigation into a breach of its code by a Corporate Member reveals that a member of the IRP may have breached the IRP Code of Ethics and Professional Conduct, the individual concerned may be subject to a separate investigation by the IRP.

GLOSSARY

IRP

means Institute of Recruitment Professionals

Member

means any person who holds any category of membership of the Institute of Recruitment Professionals

REC

means Recruitment & Employment Confederation

Corporate member

means an agency or employment business that is a member of the REC

Work seeker

means a person who seeks the services of a member in order to find work in a direct or supplied capacity

Client

means a person or an organisation other than a work seeker who requires the services of an employment service

Employment agency

means an agency that finds work seekers for clients for direct employment i.e. the contract is between the work seeker and the client.

Employment business

means an agency that finds work seekers to be supplied to the client via the business. The contract is between the employment business and the work seeker.

REC Complaints & Disciplinary Procedure

means the procedure used to deal with complaints about corporate members of the REC and members of the IRP.

Professional Standards Committee

means the independent Committee which deals with serious complaints against REC and IRP members

Conduct Regulations 2003

means the Conduct of Employment Agencies and Employment Businesses regulations 2003 (and subsequent amendments made under the Employment Agencies Act 1973)

Code of Ethics *and* Professional Conduct



advancing the recruitment profession

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 an 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.

PERSONS TO WHOM THE CODE APPLIES

The Code of Ethics and Professional Conduct applies to all IRP members

STRUCTURE OF THE CODE

The Code of Ethics and Professional Conduct is divided into sections that contain standards of conduct which are aligned with values we have identified as most important to the recruitment community and the people it serves. The Code also includes a section that addresses the consequences when the Code is breached.

STANDARDS

- 1) Respect for Work Relationships
- 2) Respect for Honesty and Transparency
- 3) Respect for Confidentiality and Privacy
- 4) Respect for Laws
- 5) Respect for Diversity
- 6) Commitment to Professional Development

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GLOSSARY

Finally, we have included a glossary which defines words and phrases used in the Code to provide unequivocal clarity on the terminology used throughout the Code.

STANDARDS

Standard 1

Respect for Work Relationships

- a) In order to establish trust and build productive work relationships, you must exercise due diligence and observe high standards of accuracy of information, advice given and timeliness, 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 standards 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 the 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 an 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.
- b) Ensure that you regularly review the IRP notifications 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.