



**CORPORATE  
MEMBER**

This is to certify that

**ARRAS PEOPLE**

has fulfilled the conditions required by the  
Association of Professional Recruitment Consultants

and has hereby been elected a

**CORPORATE MEMBER**

Association of Professional  
Recruitment Consultants

Chief Executive

Date 20 November 2008



## ASSOCIATION OF PROFESSIONAL RECRUITMENT CONSULTANTS

### CODE OF PROFESSIONAL CONDUCT

#### GOOD BUSINESS PRACTICE

- Members will strive to serve clients and candidates with honesty and with integrity at all times.
- Members shall make accurate claims concerning the services they offer to clients and candidates.
- Members shall uphold the principle of fair play and be vigilant against conduct which has the intent, capability or effect of being deceptive.
- Members support the recruitment industry through cooperation with clients, candidates and other businesses, who would benefit from an ethical system.
- Members will honour all commitments and seek to resolve any disputes in a fair and expeditious manner.
- Members acting for and on behalf of clients will put forward only those candidates who are suitable for the position being offered.
- Members acting for and on behalf of candidates seeking temporary, contract or permanent employment will supply the best possible advice and have their best interests represented at all times.
- Members agree that details contained in advertisements are clearly based on specifications taken from clients and any description or terms and conditions offered are truly representative.
- Members also agree that no advertisement should contain material that may cause any offence or be contrary to the Code of Advertising Practice as laid down by the Advertising Standards Authority.
- Members agree to obtain permission from a candidate before submitting details to a client.
- Members agree to thoroughly brief all candidates accurately before they attend an interview with a client.
- Members must make every effort to obtain appropriate training in recruitment practice and give advice where necessary to other APRC Members and colleagues.

- Members agree to inform clients of any potential conflicts of interest before attempting to fill a vacancy.
- Members will not act in a manner that will bring into disrepute the Association, its Members or the Recruitment Industry.
- Members are responsible for maintaining and upholding the high standards and ethics of the Association.

#### HEALTH AND SAFETY

- Members will fully inform clients and candidates of any environmental, safety or other hazard that may be detrimental to health and safety.

#### LAW AND LEGISLATION

- Members must comply with all the provisions of the Employment Agencies Act including all legislation relating to equal opportunities, health and safety, employment of disabled persons, race relations, sexual discrimination, rehabilitation of offenders and all aspects of the Data Protection Act.
- Members will comply with all aspects of law and legislation appertaining to the recruitment industry and make available to candidates and clients alike the benefit of that knowledge, so that neither is being deprived of essential information and advice.

#### CONFIDENTIALITY

- Members agree that they will not approach a current employer for a reference without the express permission of the candidate.
- Members taking up references on behalf of a client whether it be for temporary workers contract or permanent positions will do so only with prior permission.
- Members who obtain information supplied through a reference will treat the information as confidential to the recruitment process.