



Diversity Charter

As recruiters you are uniquely placed, as the conduit between work seeker and client, to promote diversity and challenge discriminatory practice.

To help you do this, REC and JobCentre Plus have worked together to create a Diversity Charter. It covers the recruitment industry, both public and private, and sets out aspirational standards for recruitment agencies and job centres to achieve in the delivery of recruitment services to clients as well as offering an online diagnostic for agencies to benchmark their diversity practice. To find out more, register for the Diversity Pledge and commit today to developing best practice in diversity, go to www.rec.uk.com/diversity

Making a complaint

Full details on how to make a complaint about a REC member can be found at www.rec.uk.com/complaints

For further information on the Code or any of the above please contact the Professional Standards Team on **020 7009 2186** or email standards@rec.uk.com

- **Recruitment's biggest lobbying voice**
- **The source of recruitment knowledge**
- **Raising recruitment standards**
- **Developing successful careers in recruitment**
- **Exceeding members' expectations through business support**

The Recruitment and Employment Confederation (REC) is the only professional body dedicated to representing the interests of the recruitment industry in Parliament, Whitehall, the European Commission and to press and opinion formers.

The REC has over 8,000 recruitment agency offices in membership and over 5,500 recruitment professionals.

The REC is committed to raising standards and highlighting excellence throughout the recruitment industry.

REC

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General Principles

Members will observe the highest principles of ethics, equity, integrity, professional conduct and fair practice in dealing with others and will conduct their business in a manner designed to enhance the operation, image and reputation of the recruitment industry and REC members. The REC will offer guidance, legal advice and training to members to help achieve these standards.

Ethical conduct is not simply compliance with legal requirements but extends to honesty, respect for and equitable treatment of others, integrity and social responsibility. It is conduct that holds up to disclosure and to public scrutiny. Members and their staff will act towards other members and non-members, candidates, clients and others at all times in good faith. Members should actively seek to support and uphold the mission and values of the REC.

REC has an important role to play in continuously improving standards within the recruitment industry. 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 1 – Respect for Laws

a) Members and their staff must comply with all relevant legislation, statutory and non-statutory requirements and official guidance and any future amendments to such requirements during the course of providing their services to others.

Principle 2 – Respect for Honesty and Transparency

a) Members will act honestly in all dealings with work seekers, clients, members, non-members and others.

b) In the course of representing a work seeker or client, a member shall not knowingly make a false or inaccurate statement, fail to disclose a material fact, or make a representation as to future matters without having reasonable grounds for making it.

c) Members must adhere to principles of truth in advertising and will only advertise positions, through any medium, for which they have documented permission to recruit.

d) All fees, charges and services provided must be explicitly and fully disclosed to clients prior to the acceptance of an assignment, or prior to any work being undertaken for a client.

e) Members should document all key stages of the recruitment process in line with relevant legislation and good practice guidance.

Principle 3 – Respect for Work Relationships

a) Members will not undertake actions that may unfairly or unlawfully jeopardise a work seeker's employment.

b) Members will not undertake actions that may unfairly or unlawfully interfere in work relationships established by others.

c) Members will not attempt unfairly or unlawfully to prevent a work seeker from seeking work from other sources.

d) Members will in their dealings with all other REC members and non-members treat them with respect and aim to work in a fair and open competitive environment.

Principle 4 – Respect for Diversity

a) Members should adhere to the spirit of all applicable human rights, employment laws and regulations and will treat work seekers, clients and others without prejudice or unjustified discrimination. Members should not act on an instruction from a client that is discriminatory and should, wherever possible, provide guidance to clients in respect of good diversity practice.

b) Members and their staff will treat all work seekers and clients with dignity and respect and aim to provide equity of employment opportunities based on objective business related criteria.

c) Members should establish working practices that safeguard against unlawful or unethical discrimination in the operation of their business.

Principle 5 – Respect for Safety

a) 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.

