

Red Seal Recruiting Solutions Ltd

Policy No.:	2 - 001	Title:	Recruiting Ethics
Subject Area:	Human Resources	Effective Date:	February 23, 2017

Red Seal Recruiting Solutions strives to maintain the highest ethical standards possible. We strive to put the client and candidate first. We believe in treating clients and candidates the way we ourselves would want to be treated.

Red Seal Ethics Statement

- We will never forward your resume to a company without your prior knowledge.
- You will always be kept aware of your status once presented for a position.
- We do not 'make up' positions or candidates.
- We do not falsify information.
- When presenting opportunities we will do so in an honest and straightforward manner.
- We attempt to answer all questions in an honest and truthful manner.
- We will not knowingly misrepresent a company to a prospective candidate.
- We will not knowingly misrepresent a candidate to a prospective hiring company.

Code of Ethics & Standards

In accordance with the Code of Ethics of the Association of Canadian Search Employment & Staffing services we commit to uphold this Code of Ethics & Standards and to display it prominently in our place of business. We support the principles set forth below and acknowledge that compliance with these principles is in the best interests of us, our candidates, employees, clients, and the reputation of the search, employment and staffing services profession in Canada.

- We will observe the highest principles of integrity, professionalism and fair practice in dealing with clients, candidates, employees and all regulatory authorities; and will respect the confidentiality of records in accordance with law and good business practices.
- We will provide leadership in the adherence to both the spirit and letter of all applicable human rights, employment laws and regulations. We will treat all candidates and employees without prejudice and will not accept an order from any client that is discriminatory in any way.
- We will take all reasonable steps to provide clients with accurate information on each candidate's employment qualifications and experience; and will only present those candidates who have given us authorization to represent their application for employment.
- We will supply candidates and employees with complete and accurate information as provided by the client, regarding terms of employment, job descriptions and workplace conditions.
- We will not recruit, encourage or entice a candidate whom we have previously placed to leave the employ of our client, nor will we encourage or coerce an individual to leave any temporary assignment before the stated completion date.
- We will not restrict the right of a candidate or employee to accept employment of their choice.

- We will not misuse membership privileges for the purpose of recruiting a member's staff, or in any way that may otherwise injure our candidates, employees or competitors.
- We will derive income only from clients and make no direct or indirect charges to candidates or employees unless specified by a license.
- We will maintain the highest standards of integrity in all forms of advertising, communications and solicitations; and will conduct our business in a manner designed to enhance the operation, image and reputation of the employment, recruitment and staffing services industry.
- We will recognize and respect the rights and privileges of competitors in the true fashion of individual initiative and free enterprise, and will refrain from engaging in acts of unfair competition.
- We will ensure that our clients, candidates and employees are aware of our duty to abide by this Code of Ethics & Standards and such supporting policies and guidelines as may from time to time be adopted by the Association; and will undertake to bring any potential infringements before the appropriate Association body.

Acknowledgement & Agreement

I, _____(Employee Name), acknowledge that I have read and understand the Recruiting Ethics Policy of Red Seal Recruiting Solutions Ltd. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy.

Signature: _____ Date: _____