



# REC Code Of Practice

*"be whatever you want to be"*

Balfor Recruitment is a trading division of Boston Clark Ltd, 3 Brindley Place, Birmingham, B1 2JB  
T: 0121 260 0000 E: [info@balfor.co.uk](mailto:info@balfor.co.uk) W: [balfor.co.uk](http://balfor.co.uk)

Company Registration No: 10365209



Balfor has a clear framework of values and principles.

## General Principles

Balfor will observe the highest principles of ethics, equality, 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.

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. Balfor and its staff will 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 1 Respect for Laws

Balfor and its will 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 Balfor will act honestly in all dealings with work seekers, clients and others.

b In the course of representing a work seeker or client Balfor 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 Balfor will 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 by Balfor will be explicitly and fully disclosed to clients prior to the acceptance of an assignment or prior to any work being undertaken for a client.

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e Balfor will document all key stages of the recruitment process in line with relevant legislation and good practice guidance.

### PRINCIPLE 3 Respect for work relationships

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

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

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

### PRINCIPLE 4 Respect for diversity

a Balfor will 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. Balfor will not act on an instruction from a client that is discriminatory and will, wherever possible, provide guidance to clients in respect of good diversity practice.

b Balfor and its 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 Balfor will establish working practices that safeguard against unlawful or unethical discrimination in the operation of their business.

### PRINCIPLE 5 Respect for safety

a Balfor will act diligently in assessing risks to work seekers and clients and will not knowingly put at risk candidates, clients or others.

b Balfor will inform work seekers whenever they have reason to believe that an engagement may cause a risk to health and safety.

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## PRINCIPLE 6 Respect for professional knowledge

a Balfor will work diligently to develop and maintain a satisfactory level of relevant and current professional knowledge.

b Balfor will ensure that its staff are adequately trained and skilled to undertake their responsibilities in recruitment practice

## PRINCIPLE 7 Respect for certainty of engagement

a Balfor will supply work seekers with full details of the work, conditions of employment, the nature of the work to be undertaken, rates of pay, method and frequency of payment and pay arrangements in accordance with requirements of current legislation.

b Balfor will ensure that any variation to the engagement can only occur with prior notification and agreement of the worker

## PRINCIPLE 8 Respect for prompt and accurate payment

a Balfor will pay promptly and accurately any wages and benefits due in accordance with any agreed terms and legal requirements.

b Balfor will not penalise temporary/contract workers, for example for having been late or failed to attend part or all of an assignment or for poor performance, by making deductions from pay due for time that they have actually worked.

c Balfor will not take on assignments that could result in their inability to pay temporary/contract workers.

## PRINCIPLE 9 Respect for ethical international recruitment

a Balfor will supply all overseas work seekers with the same level of information as set out and implied in Principle 7. In addition, information provided will include details of the likely cost of living in the area the prospective hirer is situated, the likely length of the job in question and the state of

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the employment market in the field they are being recruited into. All information will be provided at no cost to the work seeker.

b Balfor will ensure that in relation to overseas recruitment, we abide by all relevant legislation and Home Office guidelines and provide all relevant and applicable information to work seekers, clients and others.

c Balfor when recruiting from outside the UK will not use overseas agents who charge for their services, unless that is the legal and normal custom and practice sanctioned by the government of the country of origin. In addition, Balfor will make all reasonable efforts to ascertain such information about any agents used and should be able to demonstrate that we have done so.

d Balfor will observe the highest principles of social responsibility, integrity, professionalism, equity and fair practice in their dealings with all overseas work seekers.

## PRINCIPLE 10 Respect for confidentiality and privacy

a Balfor will observe the highest principles of integrity, professionalism, equity and fair practice to maintain the confidentiality and privacy of candidate and client information and should respect the confidentiality of records in accordance with law and good business practice.

b Balfor and its staff will ensure that permission has been obtained and documented before disclosing, displaying, submitting or seeking confidential or personal information.

I have read and understood this policy and agree to abide by its terms.

Signed .....

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