

Sanford Rose Associates-Annapolis Standards of Ethical Practices

The Following Code of Ethics has been adopted by Sanford Rose Associates- Annapolis. It has been modeled after NAPS (National Association of Personnel Services) Standards of Ethical Practices in that it includes all of the NAPS standards of ethical practices applicable to permanent placement staffing plus additional provisions as noted by asterisks (**).

Relationships between Recruiters & Candidates

1. Candidates shall be referred to employer/client for interviews only on job openings for which at least verbal authority has been given by the employer/client.
2. Representations made to candidates about the duties, probable length of employment, hours, benefits, and salary of prospective positions shall be in conformance with the best knowledge of the recruiter.
3. Precaution shall be taken against referring any candidate to employer/ clients who are known to engage in illegal or questionable business practices which might jeopardize the safety of the candidate.
4. Information about a candidate will be used only for the purpose of finding employment for that candidate. Confidential information shall be treated accordingly.
5. **Candidate resumes are considered confidential documents and will not be further communicated without prior permission of the candidate and which may be given verbally.
6. **Candidate Reference checks will not be made without prior documented authorization from the candidate.
7. No candidate shall be referred to any employer where a strike or lockout exists or is impending (according to the best knowledge of the recruiter) without being notified of such condition

Relations between Recruiters & Employers/ Clients

1. A candidate's employment record, education, qualification and salary requirements shall be stated to the employer/client as accurately and fully as possible. Clients shall be advised by the recruiter if the recruiter disclaims liability for the accuracy of any information it transmits to the client.
2. A candidate shall be referred to the employer/client for interview only with prior authorization of the employer/ client, which may be given verbally
3. Confidential information relating to the business policy of employer/clients, which is imparted as an aid to the effective handling of their job requirements, shall be treated accordingly.
4. Candidates shall not be solicited for other positions while they are still in the employ of the company with whom they have been placed by the firm in question, unless the candidate initiates reactivation of his/her candidacy.
5. Direct mail, bulletins, and resumes of candidates presented to employer/clients shall represent bona fide candidates
6. In the absence of an agreement to the contrary, candidates will not be directly solicited from a client company within one year of the most recent placement with the same client at the same location.

Relations between Personnel Service Firms, Clients, Candidates, Employees & Each Other

1. Anyone who has a complaint about a personnel service should be directed to file the complaint with the Chairperson of the Ethics committee of NAPS Headquarters in Alexandria, VA.
2. NAPS provides adequate means for assuring adherence by members to its Standards of Ethics. To further the effectiveness of these procedures, each member shall be responsible for bringing to the attention for the Association's Ethics Committee any violations of these standards. The Ethics

Committee shall process any such complaint in accordance with its usual procedure, and, where the facts warrant it, the Ethics Committee shall bring the matter to the attention of the appropriate government authority for its action.

3. A member shall not in the course of advertising, public relations efforts, or any other activities engage in untrue, unfair or misleading criticism of any other personnel service firm.

4. All personnel service firms shall commit to ensure that the work place is free from discrimination based upon sex, race, age, religion, national origin, non-job related disability, veteran's status, or membership in any other protected class. Members of the association shall not knowingly violate any law prohibiting discrimination upon basis of sex, race, age, religion, national origin, or non-job-related disability.

5. Placement firms which enter into cooperative placement relationships with other placement firms shall comply in all respects with the terms of their agreement. Disputes between member firms arising out of cooperative placements shall be resolved by final and binding Arbitration then in effect. Each party to the arbitration shall comply in full with the decision of the arbitrators.

Advertising

1. Positions listed by placement firms in newspapers or other media shall be factual and refer to bona fide openings available at the time that copy is given to these publications.

2. All advertising promotion of announcements regarding certification must confirm to the standards and format of the NAPS Certification Program.

General

SRA-Annapolis shall cooperate with and permit at anytime, complete and thorough investigation of an alleged violation of ethics or standards that tends to reflect on the business practices of the individual service and NAPS, by the elected officers or duly appointed committee of the National Association of Personnel Services and shall abide by decisions of the investigative committee.

Note: These standards of ethical practices are in no way to supersede or replace the requirements of local ordinances or state and federal laws.