

Code of Practice

Members of the AER must comply with the Code of Practice

Please indicate whether your organisation currently makes provision for the following requirements:

1. A member must conduct its business in a proper and professional manner and in accordance with all applicable laws.
2. Before accepting an assignment, a member must advise its client of any potential conflicts of interest and any material restriction to which it is subject by reason of undertakings given to other clients.
3. Before accepting an assignment, a member must agree any "off limits" rules which will include undertakings by the member that it will not, without the client's prior permission, make any first approach:-
 - (a) to any candidates placed by it with that client while those candidates remain employed by that client; or
 - (b) to any employee of a client within a minimum of one year of completing an assignment. Where the client is part of a group of companies the member and the client will also agree the confines of the term "client" and the "off-limits" rules.
4. After briefing, the member will provide the client with:-
 - (a) a formal written statement detailing the position to be filled, the methods to be used and the name of the individual consultant(s) responsible for the assignment; and
 - (b) written confirmation of the assignment including a full explanation of the member's costs (including expenses), its terms of business and its anticipated time frame for completion of the assignment.
5. In performing an assignment the following standards must be observed:-
 - a) the client will not be given confidential details of any candidate without that candidate's prior permission;
 - (b) a member must abide by the client's instructions regarding the confidentiality of the assignment and the limits of information which can be provided. Within these limitations candidates will be provided with full and relevant information about the vacant position;
- (c) in carrying out any research, a member must not, and must ensure that its consultants and researchers do not deliberately misrepresent its or their identity or the purpose of that research.
- (d) unless otherwise agreed with the client, no candidate will be submitted until his or her suitability for the vacant position has been assessed by interview;
- (e) throughout the assignment, a member will maintain regular communication with the client and candidates, appraising the latter of their current situation.
- (f) no information about the client or a candidate will knowingly be withheld if it might influence the other's decision regarding the appointment. In addition to the above requirements members of the Association are expected to observe the following guidelines:-
6. A member should be prepared to demonstrate to the client the extent of any research (whilst maintaining confidentiality) at any time during the assignment.
7. Any advertisement should abide by the Advertising Standards Agency Regulations.
8. In using psychometric tests, a member should ensure that these are scientifically validated, evaluated only by trained practitioners and that relevant feedback is given.
9. A member should agree with the client the responsibility for taking out references and validating professional and educational qualifications. Permission must be obtained from the candidate before taking out formal references.
10. A member should encourage equal opportunity and discourage discriminatory practices.

The Professional Standards Team shall have the power to investigate and to rule upon any breach or alleged breach of the above requirements in accordance with the disciplinary procedures issued by the Association from time to time. Members will co-operate with and will abide by any ruling of the Professional Standards Team in relation to any such breach or alleged breach.

Signed: _____ Company: _____ Date: _____