

Code of Conduct

For

Career Management Services and Staffing officers and employees:

- We will observe the highest principles of integrity, professionalism and fair practice in dealing with clients, candidates, employees and regulatory authorities. We will respect the confidentiality of all records in accordance with law and good business practice.
- We will treat all candidates, clients and employees with dignity and respect and we will provide equal employment opportunities, based on bona fide job applications, without regard to race, color, religion, national origin, sex, age, disability or any basis prohibited by law.
- We will present the best qualified candidates, (their employment history and resume) only after candidates have given us permission to be presented to our clients.
- We will maintain high standards in all advertising, promotion and communication regarding employment opportunities and prospective employees.
- All candidates will be provided complete and accurate information about the details of our client's employment opportunities.
- All candidates will be kept informed of the progress of their application.
- If necessary to obtain a particular employment, we will encourage candidates to upgrade their professional skills.
- We will not restrict the right of candidate or client to accept employment of their choice.
- We will not engage in acts of unfair competition. We respect the rights and initiatives of our competitors.