



**Code of Practice**

# **ECCSA-CERC**

**A special committee of ECSSA**

**Code of Practice**

approved by the General Assembly on October 20, 2007

**ENGLISH VERSION**



## **ECSSA-CERC CODE OF PRACTICE**

A Certified Executive Recruitment Consultant (CERC) must conduct his/her business in a proper and professional manner and in accordance with all applicable laws. A CERC shall only take up his/her engagement upon evidence of an order for consultancy having been placed. A CERC accepts only assignments that he/she is qualified to undertake on the basis of his/her knowledge of the client's needs and his/her ability to perform the specific assignment. A CERC shall only accept an assignments relating to a specific position on an exclusive basis.

Before accepting any assignment, a CERC must advise his/her client of any potential conflicts of interest and any material restriction to which it is subject by reason of undertakings given to other clients.

Before accepting any assignment, a CERC must agree any "off limits" rules which will include undertakings that he/she will not, without the client's prior permission, make any first approach:

- to any candidates placed by it with that client while those candidates remain employed by that client; or
- to any employee of a client within a minimum of one year of completing an assignment.

In performing an assignment the following standards must be observed:

- The client will not be given details of any candidate without that candidate's prior permission.
- A CERC 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.
- 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.
- Throughout the assignment, a CERC will maintain regular communication with the client and candidates, appraising the latter of their current situation.
- 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 a CERC is expected to observe the following guidelines:

- A CERC should be prepared to demonstrate to the client the extent of any research (whilst maintaining confidentiality) at any time during the assignment.
- In using psychometric tests, a CERC should ensure that these are scientifically validated, evaluated only by qualified practitioners and that relevant feedback is given.
- A CERC 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 references.
- A CERC should encourage equal opportunity and discourage discriminatory practices.
- A CERC should observe the principles of equal opportunity in employment and avoid unlawful discrimination against qualified candidates.

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