

Personnel Hire and Recruitment Service Code of Conduct

POLICY NUMBER

PH&R 3.2

POLICY GROUP

Personnel Hire & Recruitment - Introduction

RELATED POLICIES AND REFERENCES

[PH&R 3.1 Westvic Staffing Solutions Organisational Purpose](#)

CODE of CONDUCT

Westvic Staffing Solutions Personnel Hire and Recruitment Service objective is to assist our clients to achieve the best employment outcomes. We will deliver these services to clients (including, employers, candidates and on-hired workers) to the utmost of our ability. We shall operate our services in a manner that is committed to observe the highest standards of fairness and professional practice.

Employees of Westvic Staffing Solutions (WWF) have professional responsibilities to:

- Work towards accomplishing the mission of WWF within the bounds of their position
- Uphold the collectively shared values within the organisation
- Be familiar with and comply with policies and procedures as developed and espoused by the organisation
- To observe a high standard of ethics, probity and professional conduct.
- Ethical behaviour extends to honesty, equity, integrity and social responsibility in all dealings.

This code sets the principles for our organisation to maintain ethical standards and remain responsive the business community's needs.

To meet this aim we have set the following standards:

Honest Dealings

- We will act honestly in all dealings with candidates, and clients.
- In the course of representing a candidate or client, we shall not knowingly make false statement of material fact.
- We shall adhere to Standards of truth in advertising.
- All fees, charges and services provided shall be disclosed to clients prior to the acceptance of an assignment, or prior to any work being undertaken for a client.

Respect for Laws

- Will comply with all legal, statutory and government requirements.

Respect for Certainty of Engagement

- Will ensure that on-hired workers are given details of their work conditions, the nature of the work to be undertaken, rates of pay and pay arrangements.
- Ensure that all communications are inclusive, informative, true and not misleading, respecting the moral standards and the dignity of the individual

Respect for Work Relationships

- Shall not undertake actions that may unfairly or unlawfully jeopardise a candidate's employment.
- Shall not undertake actions that may unfairly or unlawfully interfere in work relationships established by others
- Shall not attempt unfairly or unlawfully to prevent a candidate or temporary/contract worker from seeking work from other sources.

Respect for Safety

- Will act diligently in assessing risks to candidates and clients.
- Will not knowingly put at risk candidates, clients.

Confidentiality and Privacy

- We shall take all reasonable steps to maintain the confidentiality and privacy of candidate, client and member information.
- Permission shall be sought before disclosing confidential information.

Professional Knowledge

- Will ensure that our staff are adequately trained and skilled to undertake their responsibilities.