

**To:** All Employees and Recruiting Partners

**From:** [Name/Department]

**Date:** [Date]

**Subject:** Policy on Ethical Headhunting and Talent Acquisition

Dear Team,

This letter outlines [Company Name]'s official policy regarding ethical headhunting and the recruitment of talent from competitors or external organizations. Our goal is to maintain a high standard of professional integrity while growing our workforce.

### **1. Core Principles**

We are committed to fair competition. Our recruitment activities must be transparent, respectful, and legally compliant. We value the professional reputation of our company and our relationships within the industry.

### **2. Guidelines for Recruitment**

- **No Targeted Raiding:** We do not engage in "raiding" or mass poaching intended to destabilize a competitor's operations.
- **Respect for Agreements:** Recruiters must verify that candidates are not in breach of valid non-compete or non-solicitation agreements.
- **Honesty:** All information shared with potential candidates regarding roles, compensation, and company stability must be accurate.
- **Confidentiality:** Recruiters must protect the privacy of candidates and ensure that reaching out does not jeopardize their current employment.

### **3. Anti-Bribery and Inducements**

Recruitment must be based on the merit of the opportunity. Offering unethical inducements or soliciting trade secrets from a candidate during the interview process is strictly prohibited.

### **4. Compliance**

Failure to adhere to these ethical standards may result in disciplinary action or the termination of contracts with third-party recruiting agencies.

We believe that hiring the best talent can be achieved without compromising our values. Please contact the HR Department if you have questions regarding specific recruitment scenarios.

Sincerely,

[Signature]

[Name]

[Title]

[Company Name]