

Recruitment Consultant Code of Conduct Agreement

Date: [Insert Date]

Between: [Company Name] ("The Company")

And: [Consultant Name] ("The Consultant")

1. Purpose

This agreement outlines the standards of professional conduct and ethical behavior expected of the Consultant while representing the Company.

2. Professional Standards

The Consultant agrees to:

- Act with honesty, integrity, and transparency in all dealings with clients and candidates.
- Maintain the highest level of professionalism in all communications.
- Comply with all local employment laws, data protection regulations, and anti-discrimination acts.
- Represent candidate qualifications and client requirements accurately.

3. Confidentiality and Data Protection

The Consultant shall:

- Protect the private information of candidates and clients at all times.
- Only share personal data with third parties after obtaining explicit consent.
- Adhere to the Company's internal data security policies and GDPR (or relevant local law) requirements.

4. Conflict of Interest

The Consultant must disclose any potential conflicts of interest that may arise during the recruitment process. Engaging in activities that compete directly with the Company's interests during the term of this agreement is prohibited.

5. Prohibited Conduct

The Consultant shall not:

- Offer or accept bribes, kickbacks, or inappropriate gifts.
- Make false or misleading claims about job roles or candidate suitability.
- Engage in any form of harassment or discriminatory behavior.

6. Termination

Failure to comply with this Code of Conduct may result in disciplinary action, including immediate termination of the consultancy agreement.

7. Acknowledgment

By signing below, the Consultant acknowledges that they have read, understood, and agree to abide by this Code of Conduct.

Consultant Signature: _____

Date: _____

Company Representative Signature: _____

Date: _____