

## Our Professional Standards

**At Gabriel & James we take pride ourselves in our high standards of ethics and professional integrity. We are committed to ensuring our reputation for this continues with our official code of professional standards.**

1. Confidentiality is essential in all dealings between Gabriel & James, its clients and candidates. At no time will we deliberately release information relating to a candidate to one of our clients without the prior consent of that candidate. Further to this, we will treat all client information in strict confidence and will not deliberately disclose any information relating to a client other than for the purpose of seeking candidates for engagement by that client.
2. Prior to any interviews candidate and clients will be full briefed on the format and procedure for the interview.
3. When discussing opportunities with candidates on behalf of clients we will view ourselves as an extension of the client itself. We will represent the client in an ethical, courteous and professional way.
4. At no time will we intentionally mislead a candidate on any matter relating to a client or the market place, nor will we intentionally mislead a client as to the capabilities of a candidate.
5. All candidates will be treated with the proper respect and dignity as befits their importance in the role of our success and that of our clients.
6. At no time will place a client in a compromising position by proposing a candidate from any strategic partner of that client
7. At no time will we pro-actively attempt to entice away any candidate placed into a client by Gabriel & James without first gaining the express written permission of the client to do so.
8. We will endeavour to submit only those candidates who are suitable and qualified for a clients needs and aim to ensure that candidates are only proposed to positions of interest to them.
9. All assignment vacancy advertisements placed by Gabriel & James will be accurate and represent a current and valid assignment.
10. Our terms, conditions and fee scale will be submitted to a client prior to commencing an assignment or the introduction of a candidate.
11. We will respect and adhere to a client's current recruitment procedures and protocol when introducing candidates.
12. Our staff will comply with the provisions of the 1973 Employment Agencies Act and its regulations. Further to this all staff will be aware of any other legislative requirements relating to equal opportunities, taxation, health & safety or any other legislation as required to professionally perform their function for Gabriel & James, its clients and candidates.
13. Our staff will be adequately and appropriately trained on an ongoing basis to effectively carry out the roles they are employed by Gabriel & James to perform.
14. Where temporary or contract workers are engaged we shall provide them with a full written contract or terms of engagement prior to them commencing an assignment.
15. Where temporary, interim or contract workers are engaged we will state their pay due without ambiguity.
16. Where temporary or contract workers are engaged we will make any necessary PAYE and National Insurance deductions from their remuneration as required by Law.
17. We adopt a positive policy towards and take necessary steps to promote equal opportunities in employment.