

Code of Professional & Ethical Conduct

Our success is guaranteed by creative, productive employees who are empowered to make suggestions while thinking "outside the box." Your job, every job, is essential to fulfilling our mission to "provide distinctive quality and unparalleled customer service" every day to more people who "trust and respect" us. The primary goal at Concur Recruitment, and yours, is to live our mission statement and continue to be an industry leader. We achieve this through dedicated hard work and commitment from every employee. It is the desire of Concur Recruitment management, from top to bottom, to have every employee succeed in their job, and assist in achieving our goals.

"Our mission is to be the exclusive partner for engineering and industrial recruitment for our clients and candidates."

Our Motto:

Confidence – be confident in YOU and you will achieve

Opportunity - our motto is to promote from within

Nourish - we nourish your mind with training, creativity and encourage growth

Customer Service – we live it we breathe it, customer is King

Understanding – we understand our market and strive for ways to improve

Respect - treat people with courtesy, politeness, and kindness

Our code of practise:

Always doing the right thing by the client and candidate

Concur Recruitment is committed to maintaining the highest standards of ethical and professional conduct and competency in customer service and recruitment. All members are encouraged to be advocates of promoting best practice within the profession and must comply with the standards set out in this Code of Conduct.

The Code of Professional and Ethical Conduct has been established as a means of regulating employees conduct. Concur Recruitment will provide guidance and advice to all employees to help them achieve and maintain compliance with the Code.

Where the Institute receives a complaint which shows that an employee has breached any of the standards set out in the Code, that complaint will be investigated under the complaints procedure and may result in disciplinary process. Employees must co-operate fully with Concur Recruitment to allow any complaint to be fully investigated.

Professional Conduct

Employees must act with the highest standards of integrity, honesty, diligence and appropriate behaviour at all times in their professional dealings.

Employees must take care to ensure they exercise high standards of timeliness, appropriateness and accuracy in the information and advice they provide to candidates and clients.

Employees should not act in any way that would bring Company into disrepute.

Compliance with Laws

Employees must comply with all relevant legislation, statutory and non-statutory requirements and official guidance.

Diversity

Employees must respect diversity and not unfairly discriminate against people.

Employees are required to follow working practices that safeguard against any unlawful or unethical discrimination.

Employees are required to make sure their views about a person's religion, race, gender reassignment, identity, sex and sexual orientation, age, disability, marital status or any other factors, do not affect professional services.

At Concur Recruitment all clients and candidates are treated with dignity and respect, and are provided equal employment opportunities, based on qualifications and experience.

Recruitment

Recruitment Process is being fully document from the initial client brief through to offer stage.

High standards of integrity in all advertising and marketing are maintained.

Candidates are being supplied with full details of the job and conditions of employment in accordance with requirements of current legislation.

The experience and qualifications of candidates are determined as appropriate to the clients' needs, or as may be required by law.

The best qualified candidate is being assigned to fill the position.

Candidates are being informed of the outcome of their application in a timely manner.

All CV applications and personal information are being processed only with candidates consent

Training and Development

Concur Recruitment continually encourages employees to develop their professional knowledge and competence to maintain and improve the quality of the service and skills relevant to your role and responsibilities.

At Concur Recruitment we believe that performance management is a key element of the learning process further education/training strategy.

Confidentiality

We respect the confidentiality of both clients and candidates.

We never disclose confidential information without consent unless required to do so by the law.