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## APSO CODE OF ETHICS

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*APSO has an important role to play in continuously improving standards and providing guidance to stakeholders on developments and trends in the staffing industry.*

*In accordance with Section 6 of the APSO Constitution this Code is binding on all members of APSO, and in the case of corporate members, their staff and subsidiary/associate companies.*

### PRINCIPLES

#### General

1. Members must observe the highest principles of ethics, integrity, equity, professional conduct and fair practice in dealing with others and conduct their business in a manner designed to enhance the image and reputation of the staffing industry and APSO members.
2. APSO will offer guidance, legal advice and training to members to help achieve these standards.
3. Ethical conduct extends beyond simple compliance with legal requirements and demands honesty, integrity, social responsibility, respect for and equitable treatment of others.
4. Members must, at all times, act in good faith in dealings with all stakeholders.
5. Members must actively support and uphold the objectives and values of APSO.
6. Members are required to adhere to the APSO Codes of Professional Practice, Policy and Procedures.
7. APSO has a zero tolerance for fraud and corruption.
8. Only members in good standing may make use of the APSO logo and then only in accordance with APSO policy.
9. APSO undertakes to investigate complaints from all stakeholders and to act thereon accordingly.

#### Respect for Laws

10. Members must comply with all applicable legislation, regulations and official APSO directives.
11. APSO supports, and expects Members to abide by, the Constitution of the Republic of South Africa and all associated statutory and common law provisions.
12. Members have a duty to report instances of any non-compliance by stakeholders to APSO.

#### Respect for Honesty and Transparency

13. Members must, at all times, act openly, honestly and transparently.
14. Members must not engage in any activity that could bring the staffing industry or APSO into disrepute.

### **Respect for Relationships**

15. Members must not undertake actions that unfairly or unlawfully jeopardise a candidate/applicant/work seeker (herein after referred to as “candidate”) employment.
16. Members must exercise due diligence to ensure integrity of information provided to all stakeholders.
17. Members must treat all stakeholders with respect and not indulge in any acts of anti-competitive behaviour.

### **Respect for Confidentiality and Privacy**

18. Members must observe and respect the confidentiality and privacy of clients and candidates at all times.
19. A member may not forward the CV/resume of a candidate to any third party, without the express permission of the candidate, which is gained by full disclosure of the details of the client and available position.

### **Respect for Diversity**

20. Members must ensure that they treat all clients and candidates with dignity and respect, and that recruitment is based on objective business, employment equity and competency related criteria.
21. Members must always promote fair and transparent recruitment and employment practices.

### **Commitment to Professional Development**

22. Members must ensure that all staff members who perform recruitment functions register for and pass the APSO entrance exam within the stipulated time period, or are in possession of Recognized Prior Learning Certification.
23. Members must ensure that they are well informed about staffing practices and that they continually seek to improve their qualification, knowledge and skills base.
24. Members must meet the Continuous Professional Development (CPD) requirements aligned to their professional designation.

## **BREACHES OF THE CODE AND CONSEQUENCES**

Any breaches of the Code of Ethics or Codes of Professional Practice by members will be investigated under the APSO Complaints and Disciplinary Procedure and may be referred to the APSO Ethics Committee for adjudication, ruling and sanction.

Sanctions include, but are not limited to:

- i. Imposing conditions relating to non-repetition of the offence within a stipulated period;
- ii. Issuing a written warning;
- iii. Issuing a reprimand;
- iv. Imposing a fine;
- v. Revoking a professional designation (in the case of an individual member);
- vi. Suspending membership for any period not exceeding one (1) year;
- vii. Cancelling membership