



THE CODE OF ETHICS FOR REKADRO EMPLOYEES

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I. Standards of professional recruiters community - Association of Personnel Search Consultants (APSC)

The mission of the Association of recruitment consultants is: "Promoting a civilized market of human resources services."

Civilization of the market means:

- Raising the general level of culture of all human resources services market participants, and, above all, cultural relations;
- Improve professional skills, knowledge and skills of all participants in the market of human services;
- Implementation of agreed principles, norms and standards of professional and ethical activities, allowing raise human services market as a whole to a new level of development;
- Ensuring transparency of business in human resources services market.

Rekadro is a member of APSC since its founding, and certainly shares its goals, objectives, principles, standards and performance standards as with Customers, applicants, so with competitors of the company.

REKADRO employees strictly follow the professional & ethic code of recruitment consultants:

PROFESSIONAL ETHIC CODE OF RECRUITMENT CONSULTANTS

- We, the members of the Association of Personnel Search Consultants, voluntarily undertake to adhere to the following ethical principles and standards in work:
- relate to Customers, competitors and colleagues with respect.
- Do not take any action that may result in damaged professional reputation of colleagues in the Association.
- to endeavor to resolve conflicts between the companies - members of the Association of Personnel Search Consultants within the Association itself.
- Do not hunt employees of members of the Association of Personnel Search Consultants.
- Constantly improve knowledge and skills, including through sharing experiences with colleagues.

- Do not hunt fixed up in a job employees from one Customer to another, as well as other employees of the Customer whose names were disclosed by the Customer while the services providing, during the term of "immunities".
- Do not work with customers and applicants, whose activities do not fit into the framework of ethical norms accepted in a democratic society.
- to ensure the confidentiality of information received from Customers and applicants, to prevent the disclosure of information that can cause harm to the Customer or applicant.
- to preserve anonymity of the Customer and the applicant as long as they are not to be obtained permission to disclose relevant information.
- do not discriminate by gender, race, nationality, religion, age or political grounds during search and selection of candidates and to be guided solely by the professional and personal requirements of the Customer.
- Adhere to the principles of independence and objectivity in evaluating applicants.
- Do not use any special methods of assessment and examination of applicants, without obtaining their consent.
- Do not perform any activities that may damage the applicants, including their current job.
- Do not charge fees from applicants for their jobs in any form and under any circumstances.

As REKADRO employees we see our mission is to promote our Customers' business, we understand that Customers provide us with:

Work

Salary

Possibility of development

Confidence in the future and we promise to:

II. General provisions

1. act so that it is a beneficial effect on the profession, and to refrain from any actions that hinder public understanding and acceptance of recruiting as a profession.
2. Do not make any deliberate verbal or written public statements that are untrue, misleading or non-existent claim.
3. Respect the different approaches to recruitment, personal work and to recognize the contributions of other people and not pass them off as our own.
4. Strive for transparency, trust and partnership in the relationship between agency employees and employees of the Customer.
5. To use when interacting with Customers business communication style and appropriate dress code.
6. Do not allow rough and incorrect statements about the Customer. In case of any misunderstandings to articulate point of view as correctly as possible convincingly arguing.
7. Provide an individual approach to each Customer.
8. To respect work of Customer's employees.
9. First, to discuss the level, nature and complexity of the tasks to be solved with the required employee, and after that - requirements to the candidates or the terms of Contract.
10. To coordinate the view of the Customer and the agency of requirements to the candidates as well as possible.
11. Agree on the level and nature of the desired motivation of candidates during interviews.

12. Coordinate the timing and pace of service providing, taking into account the real needs of business.
13. To preserve anonymity of the Customer and the applicant as long as they are not to be obtained permission to disclose relevant information.
14. In case of misunderstanding and friction in the relationship between the Agency and the Customer to contact the Ethics Committee of APSC or Chamber of Commerce and Industry of RF.
15. To use advanced recruiting technologies for the rapid, qualitative, providing choice and coverage of the target audience recruitment services.
16. Continuously improve professional skills to provide quality recruitment services to meet the needs of the Customers.

III. Relations with the Customers

17. On a regular basis, according to the technology, inform the Customer on progress in each of the staffing positions, including a written form.
18. To provide the Customer with complete, accurate and qualitative information about the candidates.
19. To ensure quality replacement or to compensate part of the Customer's costs in cases of reject of candidates of the Agency on substantive grounds.
20. Do not hunt fixed up in a job employees from one Customer to another, as well as other employees of the customers whose names were disclosed by the Customer while the services providing, during the term of "immunities" (off-limits).
21. To keep in touch with candidate fixed up in a job during the warranty period, providing feedback between him and the Customer for the cause, including, according to the technology, provide guidance to the Customer on adaptation of candidate to the company.
22. To promote the candidate's motivation to work in the Customer's company.
23. Do not present candidates for which there are doubts about the professionalism adequate level of tasks, their personal qualities, attitude to work.
24. To bar from "screening" approach to the presentation of candidates. To enforce the service providing in the agreed contract terms. In case of difficulties to inform the Customer as quickly as possible agreeing plan of further actions.
25. To ensure the proper level of professional and psychological testing of candidates.
26. To keep in touch with the Customer after service providing and to carry out Customers' support program.
27. To Inform the Customer about the changes in the labor market, to produce the newsletters, to invite to meetings, round tables, trainings and other activities of Rekadro.
28. Take into account cultural and other characteristics of the Customers
29. Establish warm emotional atmosphere in the relationship with the Customer
30. Assist the Customer in all personnel problems – with advice, information and action.