

## Stephen Bell Associates – Code of Conduct

Stephen Bell Associates work in a consultative capacity, in partnership with our clients and candidates, the sole objective being to deliver the very best service in order to create a successful and positive outcome for all parties. The ways in which we conduct our business are outlined below:

- 1) We comply with the 1998 Data Protection Act.
- 2) We will only accept assignments we believe we are qualified to undertake successfully.
- 3) We will perform assignments with integrity, being accountable to clients and candidates at all times.
- 4) We will avoid working on conflicting retained assignments.
- 5) Our Consultants will communicate frequently with both parties during the interview process, to avoid confusion or miscommunication.
- 6) Our Consultants will interview prospective candidates in person and in a professional and thorough fashion. In rare situations where this is not possible eg overseas based candidates, the initial screening will be conducted via the telephone.
- 7) Our Consultants will only send a candidate's CV to a client once the candidate has given us permission to do so.
- 8) Before sending a CV to a client our Consultants will ask the candidate to:
  - i) Provide photo ID as proof of their right to work in the UK.
  - ii) Confirm that all details on their CV are accurate, including employment history and academic qualifications.
  - iii) Confirm their salary, package and notice period details.