



GRANVILLE JAMES

built on trust

BOARD LEVEL RECRUITMENT • INTERIM MANAGEMENT • HR CONSULTANCY

CODE OF PRACTICE

Throughout the course of our professional activities and endeavours, we will always seek to protect, develop and enhance our business relationships with our Clients, based upon mutual trust, confidentiality and confidence for the benefit of our Clients, and thereby, ourselves accordingly.

We will always undertake to abide by and implement Human Resource “Best Practice” as determined / recommended by the Chartered Institute of Personnel & Development and be cognisant of and apply the demands and statutes of both United Kingdom and European Employment Law as they are directly and / or indirectly pertinent to our Clients.

Although our Code of Practice is all-embracing in this respect, we specifically refer to the laws pertaining to Discrimination of whatever type or category so that our Clients do not directly / indirectly disadvantage their employees through our involvement and business activities.

We undertake to:-

- Regard as confidential, all information concerning the business affairs and activities of our Clients and those other people with whom we deal in the course of our professional work.
- Accept only those assignments that we feel professionally competent to handle, whilst observing the employment laws in force relative to the countries in which we operate.
- Never to contact any placed candidates via our recruitment activities regarding alternative career appointment or opportunities. Contact with placed candidates will occur for appraisal, performance and other similar issues – but always with the express permission and knowledge of the Client concerned.
- Present only those candidates or associates that possess suitable qualifications, career background, experience and competence.
- Present suitably qualified and competent Candidates, without the submission of a fee invoice, should the relevant Appointee leave the Client organisation, or be asked to leave, under reasonable circumstances, before the expiry of six calendar months.

- Present a proposal for each assignment, before commencement, where the detailed scope, pertinent issues, fee structures, timescales, et al, is agreed before the full assignment commences.
- Verify the qualifications, professional and personal references of presented candidates and associates, (where appropriate and pertinent to the assignment), with their permission and knowledge, as relevant to that assignment.
- Not to initiate with any employee of a current Client, discussions on their employment by another organisation.
- Follow up all assignments undertaken by our organisation after three, six and twelve months, to ensure that the Client is satisfied with the services provided.

Specialists in Print, Packaging and Direct Marketing

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