

Code of Professional Conduct for Labour Recruitment

Overview

Professionals practising in the Labour Recruitment industry are required to be members of, and are required to subscribe to the Code of Ethics for, one or more of the following associations:

- The Association of Personnel Services Organisations (**APSO**) (est. 1977);
- The Constructional Engineering Association, Labour Broking Division (**CEA-LBD**) (est. 1936);
- Association of Nursing Agencies of South Africa (**ANASA**) (est. 1994);
- The Information Technology Association (**ITA**) (est. 1934); and
- Confederation of Associations in the Private Employment Sector (**CAPES**) (est. 2004).

Objectives of the Industry

The industry aims to set a minimum standard for practice, for individuals wanting to enter the Labour Recruitment sector.

Qualified practitioners and professionals must be trained to always act with the clients' as well as the candidates' and assignees' best interests at heart in compliance with all statutory requirements.

The industry ensures ongoing education of practitioners and professionals through a structured and self-regulated continuing professional development programme.

The industry ensures regular revision of this code of conduct in alignment with national and international good practice and standards. Organisations representing the industry will strive to create an enabling environment for the professional conduct of practitioners, to ensure promotion of fair practice and protection of workers.

Principles underpinning the Code

- **Integrity** – practitioners must be ethical, honest and true to their word. They must ensure that their behaviour is consistent with this code of professional conduct.
- **Confidentiality or privacy** – privileged information must be treated appropriately so as not to infringe on any parties' constitutional rights.
- **Collegiality** – this includes co-operation with colleagues, integrity within working relationships and the protection of one another's reputation in the working environment and sector.
- **Engagement and Collaboration** – ensuring consultation and co-operation with stakeholders to improve labour market functioning.
- **Trustworthiness** – this includes honesty and transparency in relationships with all stakeholders and reliability in the business environment.
- **Competency** – ensuring lifelong learning in order to maintain currency of knowledge and skill.

Monitoring of professional conduct

The primary responsibility for the monitoring of the subscription of practitioners and professionals to this code of conduct rests with the individual.

Professional bodies are tasked with the enforcement of the subscription of practitioners to the principles and objectives presented in the code of conduct, however, the industry relies on the integrity of practitioners when engaging with stakeholders. Where practitioners are considered to be acting in a manner that breaches these principles, appropriate action will be taken.