



Policy name	Code of Ethics, Anti Bribery & Corruption
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Purpose	<p>The purpose of this policy is to ensure that any persons representing Helen Lucre Resourcing as a permanent or independent Consultant will always conduct themselves professionally and ethically. The behaviour of HLR representatives will be law abiding and uphold HLR's values</p> <ul style="list-style-type: none">• Respect for others• Integrity and honesty• Justice• Lawfulness• Competence and Accountability
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Policy	<p>1. RESPECT FOR OTHERS:</p> <ul style="list-style-type: none">• HLR requires all representatives to respect everyone they interact with.• Your engagement should always be open, kind, polite and understanding. <p>2. INTEGRITY AND HONESTY:</p> <ul style="list-style-type: none">• The company strives to portray a professional and ethical image in all its communications.• Communication with all stakeholders must be open, transparent and aligned to any SLA or Terms of engagement documented between HLR and Stakeholders.• Any deviation from Stakeholder agreements must be approved by the HLR Managing Director and relevant signatory of the Client.• All liaison with candidates must be reflective of requests from potential employers.• Conflicts of interest between any parties must be disclosed. <p>3. JUSTICE</p> <ul style="list-style-type: none">• HLR representatives must act in an unbiased way to all persons and entities they may engage with pertaining to the services offered by HLR.• No discrimination based on gender, race, age, background will be tolerated. <p>4. LAWFULNESS</p> <ul style="list-style-type: none">• HLR representatives are obliged to adhere to all South African laws relating to fraud, bribery and corruption.
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- HLR Representatives will not accept any remuneration or gifts for services provided. Remuneration for services will be as stipulated in signed SLA, TOB between HLR and Stakeholders
- HLR Representatives will ensure that Candidates provide permission for them to have their CV presented to third parties
- HLR Representatives will not charge job seekers a fee for recruitment services.
- Fees for services provided by HLR representatives will be paid into the HLR Bank Account
- HLR Representatives will not offer any gifts financial or otherwise to Clients or Client representatives to secure business
- HLR Representatives will report any unethical behaviour of a stakeholder to the relevant person within the stakeholder's entity.
- HLR representatives will not assist Clients who act unethically or place a candidate at risk in any way during the recruitment process.
- HLR Representatives are required to adhere to the POPI Act. Candidates must agree to submit a copy of their own CV and completed application form updated accordingly where their personal information will be presented for the purpose of recruitment/employment.

COMPETENCE AND ACCOUNTABILITY

- HLR Representatives will have the appropriate level of competence to deliver the required services to Clients.
- HLR Representatives will be responsible for their actions and will take immediate steps to rectify any errors that may be inadvertently made when presenting a Candidate to a Client.
- HLR Representatives will withdraw candidates from a recruitment process if it is established that the Candidate will not be appropriate for a role requested by the Client.



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