

## IT & Comms Group

REC Members operating in this sector should comply with this Code of Practice in addition to the REC Code of Professional Practice. Complaints received by the REC against a member operating in this sector can be investigated by the REC Professional Standards team according to the REC Complaints and Disciplinary Procedure. The REC will offer guidance, legal advice and training to members to help achieve these standards.

1. Members will ensure that work seekers and hirers are made aware of the standards of practice required by this Code and the REC Code of Professional Practice.
2. Members will ensure that all stages of the recruitment process comply with equal opportunities legislation and will take all reasonable steps to ensure compliance with REC best practice guidance on equality and diversity.

## Respect for client relationships

1. Members will only forward CVs from candidates who have provided clear permission to do so and will ensure that all prospective vacancies are discussed with candidates prior to sending CV to a client.
2. Members will ensure that no material changes are made to CVs without a candidate's prior knowledge, approval and documented permission. Changes to presentation and style of CVs are permitted, unless expressly prohibited by the candidate.
3. Members will, on request from the client, make every reasonable effort to provide general advice on the impact of legislation.
4. Members will ensure that their staff are actively encouraged to improve their professional knowledge by providing access and support in gaining relevant qualifications and training.
5. Members will have professional indemnity insurances in place and will provide evidence of this on request.
6. Members will honour and observe all agreed and documented notice periods.

### Contact details

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