

## **Code of Ethics**

Heyman Woodworth is based upon the core values of Openness, Integrity, Trust and Respect. Our Code of Ethics is as follows:

- We will respect confidential information entrusted to us by clients and candidates.
- We will always exercise objective and impartial judgement in relation to each and every assignment, giving due consideration to all relevant facts. Similarly we will always provide objective advice to clients and individual candidates during the course of our work.
- We will conduct all our business activities with integrity. We will not tolerate or condone conduct that is deceptive or misleading.
- We will at all times work towards achieving and maintaining a strong foundation of mutual respect in our dealings with individuals and with other organisations.
- We will promote at all times fair recruitment practices that are in accordance with all UK anti-discrimination law and, when working internationally, relevant local legislation.
- We will treat all candidates and employees without prejudice and will not accept an instruction that is discriminatory in any way.
- We will only undertake assignments where we consider we are competent to deliver an excellent service and a successful outcome. In situations where this is not the case, we will seek to suggest an appropriate alternative course of action.
- We will recognize and respect the rights and privileges of competitors in the true fashion of open competition, fairness and free enterprise, and will refrain from engaging in acts of unfair competition.

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