



**International Association for Corporate & Professional Recruitment**

## **IACPR Professional Recruiting Guidelines**

### **Purpose**

To develop, establish and promote ethical standards and practices among the IACPR membership.

### **Privileged Information**

It is vital to the executive search process that exchange of information between the search firm and the company be held in confidence. The executive search consultant must have access to sensitive information such as organizational strengths and weaknesses, marketing plans, new product developments and strategic plans in order to set the benchmarks for qualifying candidates. The use of this information for any other purpose is prohibited. Similarly, company representatives must treat information from a search firm with confidentiality; candidate profiles, search strategies, search firm policies and procedures, and data gleaned through candidate interviews.

### **Defined Limits**

Executive search consultants will agree with the client on what constitutes the “client organization” and will not recruit nor cause to be recruited any person from the defined organization for a mutually agreed on period after the completion of an assignment for the client organization. Search firms are obligated to notify a prospective client in advance of any companies appropriate to the search that will not be used due to prior client obligations.

### **Reference Checking**

A feeling of trust must be preserved and cultivated between an executive search consultant and a potential candidate. Reference checking without the knowledge and permission of the candidate, while sometimes expedient, is nevertheless a disservice to the candidate, unprofessional and is also unlawful.

### **Discrimination**

No members of IACPR will permit candidate discrimination based on age, sex, religion, race or country of origin or handicap, except when addressing an imbalance by affirmative action.

### **Professional Conduct**

Each member of IACPR assumes the responsibility for maintaining ethical standards and projecting an image of professionalism. Members must refrain from making derogatory comments that adversely affect the interest of the Association or individual members or those conflicts with the purpose and standards of the Association.