



APSO CODE OF ETHICS

APSO has an important role to play in constantly striving to improve standards and provide guidance to Members and relevant stakeholders in the staffing industry.

In accordance with the APSO MOI and Governing Rules this Code is binding on all members of APSO, and in the case of corporate members, their staff and subsidiary/associate companies.

PRINCIPLES

General

1. Members must observe the highest principles of ethics, integrity, professional conduct, fair practice and equitable treatment in dealing with others and conduct their business in a manner designed to enhance the image and reputation of the staffing industry and APSO members.
2. APSO will offer guidance, advice and training to members to help achieve these standards.
3. Members must actively support and uphold the objectives and values of APSO.
4. Members are required to adhere to the APSO Codes of Professional Practice, Policy and Procedures.
5. APSO has a zero tolerance for fraud and corruption.
6. Only members in good standing may make use of the APSO logo and then only in accordance with APSO policy.
7. APSO will investigate complaints against members and act thereon in accordance with APSO policies.

Respect for Laws

10. Members must comply with all applicable legislation, regulations, APSO policies and directives.
11. APSO supports, and expects Members to abide by, the Constitution of the Republic of South Africa and all associated statutory and common law provisions.
12. Members have a duty to report instances of any non-compliance by other members, in writing, to APSO.

Respect for Honesty and Transparency

13. Members must, at all times, act openly, honestly and transparently.
14. Members must not engage in any activity that could bring the staffing industry or APSO into disrepute.

Respect for Relationships

15. Members must not act in any way that unfairly or unlawfully jeopardises a candidate/applicant/work seeker.
16. Members must exercise due diligence to ensure integrity of any information shared.
17. Members must not indulge in any acts of anti-competitive behaviour.
18. Members must, at all times, act in good faith.



Staffing Law
Advocacy



Professional
Development



Knowledge
Support



Ethics
Compliance



Respect for Confidentiality and Privacy

19. Members must observe and respect the confidentiality and privacy of clients and candidates at all times.
20. A member may not forward the CV/resume of a candidate to any third party, without the express permission of the candidate, which is gained by full disclosure of the details of the client and available position.

Respect for Diversity

21. Members must ensure that they treat all clients and candidates with dignity and respect, and that recruitment is based on objective business, employment equity and competency related criteria.
22. Members must always promote fair and transparent recruitment and employment practices.

Commitment to Professional Development

23. Members must ensure that all staff members who perform recruitment functions register for and pass at least the first level SAQA approved APSO designation within the stipulated time period or are in possession of Recognized Prior Learning Certification.
24. Members must meet the Continuous Professional Development (CPD) requirements aligned to their professional designation.

Breaches of the Code and Consequences

25. Any breaches of the Code of Ethics or Codes of Professional Practice by members will be dealt with in accordance with prevailing APSO policy by the APSO Ethics Committee.
26. Sanctions include, but are not limited to:
 - 26.1 Imposing conditions relating to non-repetition of the offence within a stipulated period;
 - 26.2 Issuing a written warning;
 - 26.3 Issuing a reprimand;
 - 26.4 Imposing a fine;
 - 26.5 Revoking a professional designation (in the case of an individual member);
 - 26.6 Suspending membership for any period not exceeding one (1) year;
 - 26.7 Cancelling membership;
 - 26.8 Reporting any breaches of prevailing legislation to the relevant authorities.



Staffing Law
Advocacy



Professional
Development



Knowledge
Support



Ethics
Compliance