

4exMilitary Jobs Ltd

Code of Business Conduct and Ethics

1. Introduction

4exMilitary Jobs Ltd trading as 4exMilitary operates within recruitment consultancy and as an internet job board. As in any other profession, the maintenance of customer focused business principles, high ethical and business conduct standards are absolutely essential.

We are proud of the high standard of our professional ethics and service, which we have maintained from inception. We have now formalised these standards for the benefit of our Clients, Candidates and Suppliers.

2. Business Principles

We are a niche, client driven, solution focused and totally professional recruitment consultancy practice. Therefore, not unsurprisingly our business philosophy is based on providing a service so personal that it will see us working with the client, rather than for the client, building a lasting relationship that will add value to their business and creating a competitive advantage for the client.

As a Candidate we will do all that we can to help you further your career. We will treat you with courtesy and respect and offer complete confidentiality on all information with the necessary high level of professionalism you would expect. We never release candidate's details without their prior consent.

In order to perform its business activities responsibly, 4exMilitary adhere to the following ethical, social and business principles:

Professionalism: conduct its activities in a manner that reflects favourably on the recruitment consultancy profession and internet job board sector

Integrity: Conducts its business activities with integrity, avoids conduct that is deceptive or misleading.

Competence: Performs all assignments competently, with an appropriate degree of knowledge, thoroughness and urgency

Objectivity: Exercises objective and impartial judgement in each assignment, giving due consideration to all relevant facts

Accuracy: Strives to be accurate in all communications with clients, candidates and suppliers and encourages them to exchange relevant and accurate information

Conflicts of Interest: Avoid, or resolve through disclosure and waiver, conflicts of interest

Confidentiality: Respects confidential information entrusted to it by clients, candidates and suppliers.

Loyalty: Serves its clients, candidates and suppliers loyally and protects client interest when performing assignments.

Equal Opportunity: Supports equal opportunity in employment and objectivity evaluating all qualified candidates.

3. Our Code of Business Conduct

a. Compliance with Laws, Rules and Regulations

4exMilitary respects and abides by the laws of all jurisdictions in which it operates. It respects and supports the cultural practices of the citizens of the countries in which it operates, be they staff, customers, suppliers, officials or members of the public.

We maintain high standards of integrity, morality and competence and act in a manner that would not discredit the Company or its Clients.

We will not enter into activity that may result in a conflict of interest nor accept anything of value which could be described as an inducement or which could impair our judgment.

b. Clients and Candidates

In its dealing with Clients and Candidates we will:

- Provide the highest quality of service consistent with Clients and Candidates requirements.
- Treat both Clients and Candidates fairly in all respects of our business transactions, including a high level of service, and remedies for their dissatisfaction if applicable.
- Ensure that our business relationships are free from coercion and not offer anything of value which could be described as an inducement or bribe
- Foster long term relationships both with Clients and Candidates
- Assure respect for human dignity in the services and the way the services are offered and presented and respect the integrity of the culture of our Clients and Candidates as well as their reputation

c. Suppliers

In its dealing with Suppliers we will:

- Seek fairness and truthfulness in all of our activities
- Ensure our business relationships are free from coercion and not to accept anything of value which could be described as an inducement or bribe
- Foster long term relationships in return for value, quality and competitiveness
- Pay Suppliers on time and in accordance with the agreed payment terms
- Seek, encourage and prefer Suppliers who are local to our location and whose employment practices respect human dignity

d. Staff

In its dealing with Staff we will

- Promote equal opportunity at all levels on such matters as sex, sexual orientation, marital or civil partnership status, race, colour, religious beliefs, ethnic or national origin, age, disability and seek to eliminate any form of unfair discrimination.
- Provide a safe and healthy working environment
- Inform staff as soon as practicable of any change to the business strategy and any major changes which might affect them as a group or individually
- Have clear grievance and disciplinary procedures which are justly applied and clearly communicated
- Encourage feedback and opportunities for improvement as they are fundamental to business success
- Foster a culture whereby staff work together co-operatively in an open, honest and unprejudiced working environment and ensure all staff feel they are respected as individuals
- Not permit any act by an employee that is considered to be corrupt either by law or by reference to good business practice
- Develop their skills and abilities by offering training and development
- Support and inspire each other by working together to achieve common goals, recognise the good work of others and build self-esteem and pride in each other

e. General Public

The Company recognises the importance of public trust and confidence in its profession and seeks to serve its Clients and Candidates in a manner consistent with the public interest, taking into account differing legal contexts

We will:

- Observe the principles of equal opportunity in employment and avoid unlawful discrimination against Candidates
- Promote and advertise our services in a legal, professional and accurate manner
- Conduct relations with the media so as to reflect favourably on our Clients and the profession

f. Equal Opportunities, Discrimination and Harassment

We are firmly committed to providing equal opportunities in all aspects of employment

The Company embraces diversity and will seek to promote the benefits of diversity in all of our business activities. We will seek to develop a business culture that reflects that belief. We will seek to widen the media in which we recruit to ensure as diverse an employee and candidate base as possible. We will strive to make sure that our clients meet their own diversity targets

The Company is committed to diversity and will promote diversity for all employees, workers and candidates and shall adhere to such a policy at all times

We will review on an on-going basis all aspects of recruitment to avoid unlawful or undesirable discrimination. will treat everyone equally irrespective of sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a Trade Union or spent convictions, and places an obligation upon all staff to respect and act in accordance with the policy

The Company shall not discriminate unlawfully when deciding which candidate is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. We will ensure each candidate is assessed only in accordance with the candidate's merits, qualifications and abilities to perform the relevant duties required by the particular vacancy

The Company will not accept instructions from clients that indicate an intention to discriminate unlawfully

For full details please refer to our Equal Opportunities and Diversity Policy

g. Health and Safety

The Company strives to provide each employee with a safe and healthful work environment



Each employee has responsibility for maintaining a safe and healthy workplace for all employees by following health and safety rules and practices and reporting accidents, injuries and unsafe equipment, practices or conditions

For full details please refer to our Health and Safety, Display Screen Equipment, Smoke Free and Fire Safety Policies

h. Environment

The Company is committed to creating a healthy work environment for all staff. Although the Company has a low adverse impact on the environment, it is committed in the long term to creating a more sustainable environment through the development of effective recycling and waste management policies and practices

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