

Sheffield Haworth endeavors to provide its Clients with an outstanding service. The Sheffield Haworth Code of Practice demonstrates our commitment to professionalism.

1. Sheffield Haworth employees will conduct their business in a proper and professional manner and in accordance with all applicable laws.
2. Sheffield Haworth will only accept assignments that they are qualified to undertake on the basis of their knowledge of the client's needs and their ability to perform the specific assignment.
3. Before accepting an assignment, Sheffield Haworth will advise its client of any potential conflicts of interest and any material restriction to which it is subject by reason of undertakings given to other clients.
4. After briefing, Sheffield Haworth will confirm with the client;
 - a. Details of the position to be filled, the methods to be used and the names of the team responsible for the assignment; and
 - b. Details of Sheffield Haworth's costs (including expenses), its terms of business and its anticipated time frame for completion of the assignment.
5. In performing an assignment the following standards will be observed;
 - a. the client will not be given a candidate's full resume without the candidate's prior permission;
 - b. Sheffield Haworth will abide by the client's instructions regarding the confidentiality of the assignment and the limits of information which can be provided. Within these limitations candidates will be provided with full and relevant information about the vacant position;
 - c. Sheffield Haworth will carry out all research in an ethical and professional manner;
 - d. unless otherwise agreed with the client, no candidate will be submitted until his or her suitability for the vacant position has been assessed;
 - e. throughout the assignment, Sheffield Haworth will maintain regular communication with the client and candidates, appraising the latter of their current situation.
 - f. no information about the client or a candidate will knowingly be withheld if it might influence the other's decision regarding the appointment.
6. Sheffield Haworth is prepared to demonstrate to the client the extent of any research (whilst maintaining confidentiality) at any time during the assignment.
7. Sheffield Haworth will advise the client promptly and offer alternative courses of action if it becomes apparent that no qualified candidates can be presented, or that the length of the search will differ considerably from that originally specified.
8. Sheffield Haworth is committed to working in partnership with clients to achieve their diversity goals whilst attracting the best talent.
9. If a client thinks that any Sheffield Haworth employee has not followed this Code of Practice a complaints policy is available on request.