

**RECRUITER COMPLIANCE PRINCIPLES**

Appendix 2

**RECRUITER NAME**..... **LOCATION**.....

**POSITION RECRUITING FOR**.....

**ALL RECRUITERS MUST:**

1. Sign this document before interviewing any applicants.
2. Only interview applicants in an approved location.
3. Not allow applicants to complete registration documents on behalf of others.
4. Not accept money, favours or any gifts at all from applicants or workers.
5. Not loan any personal money to temporary workers.
6. Notify a manager when informed by an applicant or worker that they have paid money to be introduced to the Company.
7. Not allow an unauthorised agent or individual to introduce job applicants to the Company.
8. Notify a manager when suspecting an individual of introducing job applicants to the Company for personal gain.
9. Not act as landlords or be involved in the provision of accommodation, transport or other paid for services to workers.
10. Not allow anyone other than an authorised person to choose which workers are selected for work shifts.
11. Not force or coerce temporary workers to work against their will.
12. Not threaten or subject workers to physical or mental mistreatment.
13. Treat applicants and workers with dignity and respect.
14. Raise any knowledge or suspicions of illegal or dubious activities regarding agents, temporary workers or colleagues to a manager immediately.

**I confirm that I understand and will comply with the above principles.**

**Recruiters Signature** ..... **Date** .....

**I have checked and confirm that the recruiter understands the above principles.**

**Managers / Human Resources Signature** ..... **Date** .....