

## **MPPC CODE OF ETHICS**

WHEREAS the Massachusetts Professional Placement Consultants is an organization operating for the mutual benefit of its members, employers and the employment-seeking public, and

WHEREAS this Association through frank and lawful cooperation of its members is committed to remove from its field of endeavor such attendant evils and trade customs as are contrary to sound business principles and the highest standards of practice, and

WHEREAS experience has shown that standards of practice governing business relations are essential to the progress and development of every profession, and

WHEREAS each profession requires rules peculiarly adapted to itself, there-fore be it

RESOLVED that the members of this Association accept the following Standards of Practice and Fundamentals in the best interest of the public, the employer and the member.

### **ADVERTISING**

1. Position listings in newspapers, publications or other media shall refer to bona fide openings available at the time that copy is given to these publications for insertion.
2. The use of "blind ads" to attract Applicants for general referral is strictly forbidden. All client sponsored, or other, advertising placed by an agency must show the full name and address of the Association Member.
3. Promotional mailings to Client Companies of Applicant's qualifications and promotional mailings to Applicants of Client Companies' requirements must contain bona fide information at the time the mailing is made.

### **RELATIONS WITH APPLICANTS**

1. No Applicant should be referred to any company where referring agency has factual knowledge that said company engages in illegal, immoral, or any unfair business practices.
2. Acceptance of gratuities from Applicants who seek thereby to gain otherwise unmerited assistance or improper concealment of damaging facts in their past history is strictly forbidden.
3. Each Applicant shall be given the facts, in the possession of each counselor, about job openings, duties, company policies, length of employment, salary, location of employment, and other pertinent information. If the counselor does not possess such factual information he/she should so state to the Applicant.
4. All Applicants shall be referred to the Client Companies regardless of race, color, creed, sex, age, handicap or national origin.
5. No agency shall represent an Applicant for placement without his/her prior knowledge and consent.

## **RELATIONS WITH EMPLOYERS**

1. No Applicant should be referred to any Client Company where the referring agent has knowledge as to the Applicant's lack of Character, Honesty, or Morality.
2. Dividing or sharing service fees with the Employer Clients or with their employees is illegal and unethical and is strictly forbidden.
3. Applicants shall not be solicited by referring agencies for other positions while they are still in the employment of Client Companies with whom they have been placed.
4. 4. Intimate facts relating to the business policy of Client Companies which are imparted to aid in the intelligent handling of their staffing requirements shall be preserved in the strictest confidence.