



RECRUITING AGENTS CONFORMITY STATEMENT

All Recruiting Agents, Referral Agent or Broker, Friend or Family members MUST sign a Conformity Statement agreeing with this policy and procedure – Please see Staff Recruiting Policy

No Candidates will be accepted unless this statement is agreed and signed

HUMAN RIGHTS

We expect our Recruiting Agents, Referral Agent or Broker, Friend or Family members to have adopted and be able to demonstrate human rights policies and records that reflect international legislation, such as the Universal Declaration of Human Rights, and which are consistent with our own standards. In our procurement / recruitment processes, we aim to screen for abuses. Recruiting Agents who perform poorly in relation to Human Rights will be excluded from doing business with us.

ETHICS

We are a highly ethical company. We expect our Recruiting Agents, Referral Agent or Broker, Friend or Family members to be ethical too. Our procurement / recruiting processes aim to bring ethical issues to the surface. Where serious ethical issues are identified Recruiting Agents will be excluded from doing business with us. The agent is to treat **all candidates equally no matter of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation**

GDRP – DATA PROTECTION

All agents must abide by the EU – GDRP rules and regulations pertaining to Data Protection

All job applications and associated documents will be treated in strict confidence, in accordance with the Data Protection Act (GDPG Data Protection Guidelines). All information provided by candidates will be treated as confidential and will only be considered by those with a legitimate interest in the appointment.

The company will not permit an applicant to view references that are given in confidence without the referee's written permission.

All recruitment documentation relating to unsuccessful candidates will be confidentially stored within People Services for six months, after which it will be disposed of.

OBLIGATION

Where the Candidate is required by law, or any professional body to have any qualifications or authorisations to work in the position which the company seeks to fill; or the work involves caring for or attending one or more persons under the age of eighteen, or any person who by reason of age, infirmity or who is otherwise in need of care or attention;

The Agency will take all reasonably practicable steps to obtain and offer to provide copies of any relevant qualifications or authorisations of the Candidate, two references from persons not related to the Candidate who have agreed that the references they provide may be disclosed to the Client and has taken all reasonably practicable steps to confirm that the Candidate is suitable for the position. If the Agency is unable to do any of the above it shall inform the Client of the steps it has taken to obtain this information in any event.

Referral Agent or Broker, Friend or Family members has to remain responsible for any claims by the candidate.



Friend or Family members must provide a copy of their Identity Card, POA and Passport to be notarized.

LIABILITY

The Agency shall be liable under certain circumstances for any loss, expense, damage, delay, costs or compensation (whether direct, indirect or consequential) which may be suffered or incurred by the Company Malta International Recruiting Agency Ltd arising from or in any way connected with the Agency promising, and or not reviling the terms and conditions of the Company's (Malta International Recruiting Agency) Contract to the candidate and or the early departure of the candidate, prior to or before the end date of their contract the full amount of the remaining on the same contract

Introductions of Candidates are confidential. The disclosure by the Agent to a third party of any details regarding an Candidate introduced by the Agency which results in an Engagement with that third party within 12 months of the Introduction, renders the Agent liable to payment of the contract fee and the remainder of the contract as set out in above clause with no entitlement of appeal

The Agency shall not be liable under certain circumstances for the failure related to the Agency to introduce any Candidates.

For the avoidance of doubt, the Agency does not exclude liability for death or personal injury arising from its own negligence.

FEES

Malta International Recruiting Agency does not charge money to any of its candidates and Referral Agent or Broker, Friend or Family members cannot charge on our behalf, any fee. Any one doing so will be reported to the authorities and removed from our preferred list

The Referral Agent or Broker, Friend or Family members by signing is agreeing to a Conformity Statement and to this effect

Visa and other government fees may be charge to the candidate and refunded after a two year of service with the organization. This is at the discretion of the supervisor and is based on performance

Malta International Recruiting Agency Ltd does not pay agencies fees at any time unless stipulated in a contract and agreed by the board

LAW

These Policy and procedure are governed by the law of the Republic of Malta and are subject to the exclusive jurisdiction of the Courts of Malta.

[Signature of AGENT] _____
[Name of AGENT/Company]
[Date]

[Signature of CEO] _____
[Name of CEO]
[Date]