

## Code of Business Conduct and Ethics

### 1. Introduction

rpc international recruitment Ltd trading as rpc technical recruitment, rpc foodservice recruitment, rpc catering & hospitality recruitment, rpc commercial recruitment, rpc interim recruitment, rpc international recruitment and rpc consultancy services collectively known as “The rpc Group of Companies” operates within Executive, Management, Technical and Commercial Search and Selection and HR Management Consultancy. As in any other profession, the maintenance of client 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 and Executive Search and Selection and HR 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. In order to perform its business activities responsibly, The rpc Group of Companies adhere to the following ethical, social and business principles:

**Professionalism:** conducts its activities in a manner that reflects favourably on the recruitment and executive search and selection and consultancy profession.

**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:** Avoids, or resolves 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.