



PACIFIC COAST HOSPITALITY

Code of Ethics and Professional Conduct

The purpose of the Code of Ethics and Professional Conduct is to instill confidence in both our Clients and Career Candidates. This Code articulates the ideals to which we aspire as well as the behaviors that are mandatory in our company. Pacific Coast Hospitality is committed to the provision of professional and ethical employment services to the hospitality industry.

- Pacific Coast Hospitality will not attempt to recruit for placement a previously placed Candidate with an active Client of Pacific Coast Hospitality, unless the candidate directly requests Pacific Coast Hospitality's assistance in seeking new employment.
- Pacific Coast Hospitality will not attempt to recruit for placement Candidates employed by a Client company within one year of the most recent placement with that Client, unless the Candidate directly requests Pacific Coast Hospitality's assistance in seeking new employment.
- A candidate's employment record, education, qualification, and salary requirements shall be the most accurate information known to and provided by Pacific Coast Hospitality.
- Pacific Coast Hospitality will not knowingly withhold candidate information which a Client would reasonably consider to be essential to their hiring decision.
- Pacific Coast Hospitality will protect the confidentiality of our Clients and Career Candidates, and ensure this is maintained at all stages of the recruitment process.
- Pacific Coast Hospitality will thoroughly interview all candidates prior to presenting to any Client.
- Candidates will be presented to a Client only with the candidate's express prior consent.
- Candidates shall be referred to the Client for interview only with the candidate's express prior consent, which may be given verbally.
- References will not be sought without a Candidate's consent.
- Pacific Coast Hospitality will act at all times with integrity, honesty, and the highest ethical standards and appropriate behavior.
- Respect for Diversity – Pacific Coast Hospitality will treat all Clients and Career Candidates with dignity and respect, and aim to provide employment opportunities based on objective business and competency related criteria. We will not act on an instruction from a Client that may be discriminatory and, where possible, we will provide guidance to our Clients in respect of good diversity practice.
- Pacific Coast Hospitality will ensure that we are well informed about recruitment practices, and that we continually seek to improve our knowledge, skills and qualification base.