

ZAV – Employers Service

OUR CODE OF CONDUCT

August 2008



Bundesagentur für Arbeit
Zentrale Auslands-
und Fachvermittlung (ZAV)

PRINCIPLES FOR SUCCESSFUL COOPERATION

What you can expect from us

- You will receive professional support in your search for qualified staff and management personnel. Our service is provided free of charge.
- We will prepare an accurate description for each vacancy together with you.
- In the interest of successful cooperation, we will reach clear agreements with you on filling your vacant positions.
- As soon as your offer has been specified we will check our pool of applicants for suitable candidates. Our consultants know the respective applicants and the pool is regularly updated. In addition we can advertise the position on our own website and in other print media.
- Vacancies in Europe will also be publicised throughout Europe on the EURES network (<http://www.eures.europa.eu>)
- You will receive pre-screened applications if you wish. This can be done in the form of a presentation.
- We will inform your candidates about living and working conditions in the country of destination.
- If we cannot provide the desired information immediately, we will conduct research to find relevant sources of information or we will refer you to another competent contact person or organisation.
- If we cannot find suitable candidates for the vacancy in question, we will determine the possible reasons for this with you and propose alternative ways to find a solution.
- All matters will naturally be treated with strictest confidence.



What we expect from you

- You provide us with all relevant information required for successful placement. The more accurate the information, the more successful our search will be.
- The position to be filled meets with the following four minimum standards:
 - The wage or salary is in accordance with collective agreements or national employment regulations.
 - The position is subject to social security regulations in the country of destination.
 - Health protection regulations are in place and the duties do not offend common decency.
 - Your company is not undergoing a strike or lock-out.
- The provision of information on the salary range is mandatory.
- Employment offers are not allowed to contain any discriminating restrictions (§ 36 art.2 SGB III, <http://www.gesetze-im-internet.de/agg>).
- Cooperation with personnel service providers is only possible when the aim of seeking employees is to fill specific, existing positions (not to create a pool of applicants). To avoid multiple publishing of job offers in our database we would ask you to name your clients. All information will be treated confidentially.
- We require regular information on the status of your vacancy to ensure our information is up to date, particularly on the hiring of any candidates (name, address, date of birth and commencement of employment). The data submitted will be kept strictly confidential.
- Personal data of applicants are subject to social data protection. Therefore they must be kept secret and may only be used by you for placement purposes. Please inform your employees accordingly.
- Cooperation with companies or institutions charging placement fees to candidates is not possible.

Agreements between you and the International Placement Services (ZAV) are binding on both sides. Cooperation may be limited or terminated if such agreements are violated.

The ZAV is a member of Transparency International (TI), a non-profit, politically non-partisan, worldwide active institution for the fight against corruption. Our employees accept no rewards or presents.