



Driving professionalism, compliance and good practice in recruitment



Jobs *transform* lives, which is why we want to build the best recruitment industry in the world.

As the professional body for the sector, the REC is committed to driving compliance, ethics, professional standards and sharing best practice in recruitment.

Key to this is our compliance function which ensures our members are compliant with the Code of Professional Practice. We provide legal and compliance support to our members with regular updates and in-house legal support.

Alongside this the REC drives best practice campaigns as well as industry professionalisation through the Institute of Recruitment Professionals (IRP) which provides career development, qualifications, and support to individual recruitment professionals.



Recruitment & Employment Confederation



Driving compliance

Through our Code of Professional Practice, compliance tests, audits, complaints process and ongoing work of our Professional Standards Committee.



Legal and compliance support

Including practical guides, model contracts, access to a legal helpline, compliance workshops and sector-specific guidance.



Professionalising the industry

Through the Institute of Recruitment Professionals (IRP) supporting career development, qualifications, learning, apprenticeships and member support.



Championing best practice

Through the Good Recruitment Campaign (GRC) and a proactive approach to inclusion, social mobility and the future of jobs.



Working in partnership

Regular engagement with government inspectorates, and joint-campaigns with trade unions and business organisations.

DRIVING COMPLIANCE AND INDUSTRY STANDARDS

✓ **All REC members must comply** with our Code of Professional Practice, which requires statutory compliance as well as higher ethical standards. The code covers areas such as transparency with workers and written contracts with hiring employers. All members must pass the REC Compliance Test to enter and subsequently remain in membership. REC members can also choose to go through REC Audited which covers areas such as customer service, staff development, diversity and client management.

✓ **In addition**, the REC investigates complaints against members through an established complaints and disciplinary procedure. Complaints not resolved through a formal investigation are referred to the Professional Standards Committee, made up of industry peers as well as representatives from business and trade unions. Sanctions include reprimands, compliance orders, and ultimately expulsion from REC.



During the last compliance cycle, **81 agencies** were refused REC membership



Legal and compliance support

Access to a wide range of legal support means that REC members are up to speed and can check that they are doing the right thing on a daily basis. **For example legal support offered to members includes a legal helpline, model contracts, legal guides and FAQs**, as well as learning courses and seminars to help recruiters ensure they are compliant with GDPR requirements. The REC receives around 10,000 calls a year to the legal helpline.

New entrants to the industry can access a comprehensive support package to ensure they are fully aware of the ins and outs of running a recruitment business, including regulatory and compliance requirements.

The REC runs 19 dedicated sector groups which enables members to access information on the latest policy and best practice in their area. We also hold specific compliance workshops at least once a month.



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WHAT REGULATIONS COVER THE INDUSTRY?

A key part of the REC's work is to ensure that members are aware of relevant industry regulations. These include:



The **Employment Agencies Act 1973** and the **Conduct of Employment Agencies and Employment Businesses Regulations 2003**.



Other specific regulations covering the recruitment industry including the **Agency Worker Regulations 2010** and the **Gangmaster Licensing Act 2004**.



All anti-discrimination legislation, **National Minimum Wage legislation and regulations** and specific additional safeguarding requirements in key sectors such as education and care.



EU General Data Protection Regulation (GDPR), Data Protection Act 2018 which impacts on how recruiters and recruitment businesses process candidate and client data.



Immigration Asylum and Nationality Act 2018 (Right to Work checks).

Professionalising the industry

The **Institute of Recruitment Professionals (IRP)** sits within the REC and **brings together individuals working in recruitment and talent acquisition**. The core aims are to promote ethical conduct and provide a clear differentiator for the professional recruiter. There are currently over 11,000 members from student to Fellow IRP members. The IRP delivers accredited **recruitment qualifications** and short courses from interviewing skills through to legal training ensuring recruitment is seen as a career of choice.

The REC is also a **recognised awarding body for recruitment apprenticeships** and has approved training providers nationwide to recruit, train, and grow the best recruitment talent. Over a thousand individuals have now registered for a recruitment apprenticeship.



1,294 IRP
qualification exams were sat in 2017

Championing good practice



The REC's Good Recruitment Campaign **aims to put good recruitment at the top of the corporate agenda**. Nearly 400 leading employers have signed up, between them they employ over 3 million people. Participating employers can benchmark their current recruitment methods and reinvigorate their strategies through an online Good Recruitment Hub and can sign up to the Good Recruitment Charter.

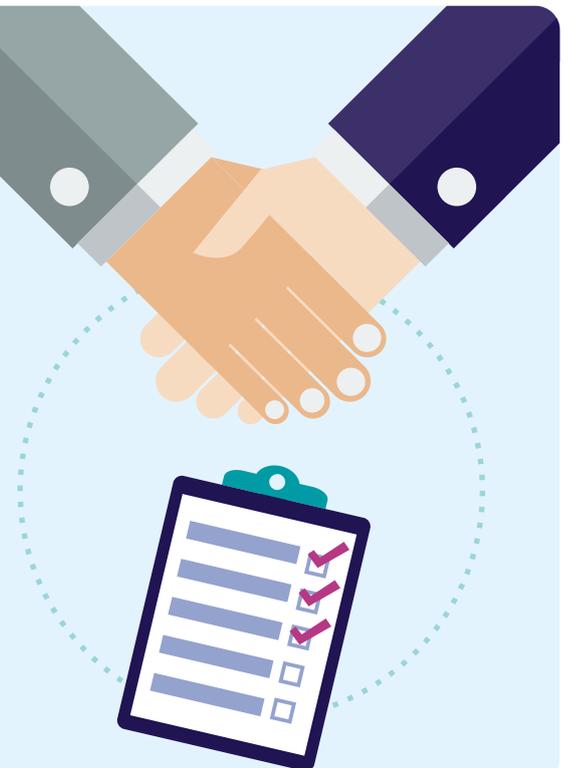
The REC is involved in a number of proactive initiatives around disability, ethnic diversity, gender, older workers and ex-offenders. **Recruiters can make change happen** on social mobility and help people from under-represented groups progress in work which is why the REC has galvanised members around this agenda. A key aim of the REC's Future of jobs commission was to articulate a clear vision for a future UK jobs market where inclusive practices are the norm. We have established a network of Future of jobs ambassadors to work with local schools and colleges in **building a better bridge between education and the world of work**.

Nearly 400 leading employers have signed up to the Good Recruitment Campaign, covering over 3 million employees.

WORKING IN PARTNERSHIP

The REC has a **formal partnership agreement with the Department for Work & Pensions (DWP)** which drives local level co-operation between recruitment agencies and Jobcentre Plus and provides a channel for raising awareness amongst job-seekers. We are in regular dialogue with the Director for Labour Market Enforcement, as well as with the Employment Agency Standards Inspectorate and the Gangmasters and Labour Abuse Authority; **our aim is to ensure that our compliance activities compliment those of government inspectorates.**

Other priorities include helping to raise awareness of government-backed initiatives such as SaferJobs and feeding into joint-campaigns with trade unions and business organisations. On a global level, the REC feeds into fair recruitment initiatives driven by the International Labour Organisation (ILO) through our membership of the World Employment Confederation (WEC).



This factsheet was produced by the Recruitment & Employment Confederation (REC), the professional body for UK recruitment agencies and businesses. If you believe a recruitment agency is in breach of the Code of Professional Practice, in the first instance speak to your agency. All our members are required to abide by our Code of Professional Practice and we investigate complaints received against our members within the scope of the Code. If you are working for an agency that is a member of the REC and you have a complaint, you can refer it to us at www.rec.uk.com/complaints

The recruitment industry is regulated by the Employment Agencies Standards Inspectorate (EAS) which is part of the Department of Business, Energy and Industrial Strategy (BEIS). If you believe an agency is non-compliant and wish to report them you can contact EAS in the first instance by telephoning 020 7215 5000 or by email to eas@beis.gov.uk. You can also contact Acas on 0300 123 1100 (www.acas.org.uk) for advice. You can submit an electronic complaint by completing the online form on the Gov.uk website (<https://www.gov.uk/pay-and-work-rights>). Alternatively, you can consider seeking independent legal advice.