

ASSOCIATION OF SKILLED MIGRANT AGENCIES OF KENYA

CODE OF PROFESSIONAL PRACTICE

ASMAK Code of Professional Practice has been created in consultation with members and industry stakeholders to ensure that all members of the ASMAK conduct their businesses ethically, to the highest standards and promote good practice. It is binding on all corporate members.

Principle 1

Respect for Law

Members and their staff must comply with all relevant legislation, statutory and non-statutory requirements and official guidance and any future amendments to such requirements during the course of providing their services to others.

Principle 2

Respect for Honesty and Transparency

Members will act honestly in all dealings with work seekers, clients, members, non-members and others. In the course of representing a work-seeker or client, a member shall not knowingly make a false or inaccurate statement, fail to disclose a material fact, or make a representation as to future matters without having reasonable grounds for making it.

Principle 3

Respect for Work Relationships

Members will not undertake actions that may unfairly or unlawfully jeopardize a work seeker's employment. Members will not undertake actions that may unfairly or unlawfully interfere in work relationships established by others. Members will not attempt unfairly or unlawfully to prevent a work seeker from seeking work from other sources.

Principle 4

Respect for Diversity

Members should adhere to the spirit of all applicable human rights, employment laws and regulations and will treat work seekers, clients and others without prejudice or unjustified discrimination. Members should not act on an instruction from a client that is discriminatory and should, wherever possible, provide guidance to clients in respect of good diversity practice.

Principle 5

Respect for Safety

Members will act diligently in assessing risks to work seekers and clients and will not knowingly put at risk candidates, clients or others.

Members will inform work seekers whenever they have reason to believe that an engagement may cause a risk to health and safety.

Principle 6

Respect for Professional Knowledge

a. Members will work diligently to develop and maintain a satisfactory level of relevant and current professional knowledge.

b. Members will ensure that their staffs are adequately trained and skilled to undertake their responsibilities in recruitment practice.

Principle 7

Respect for Certainty of Engagement

Members must supply work seekers with full details of the work, conditions of employment, the nature of the work to be undertaken, rates of pay, method and frequency of payment and pay arrangements in accordance with requirements of current legislation.

Principle 8

Respect for Prompt and Accurate Payment

Members should not penalize temporary/contract workers, for example for having been late or failed to attend part or all of an assignment or for poor performance, by making deductions from pay due for time that they have actually worked.

Principle 9

Respect for Ethical International Recruitment

Members should observe the highest principles of social responsibility, integrity, professionalism, equity and fair practice in their dealings with all overseas work seekers.

Principle 10

Respect for Confidentiality and Privacy

Members must observe the highest principles of integrity, professionalism, equity and fair practice to maintain the confidentiality and privacy of candidate and client information and should respect the confidentiality of records in accordance with law and good business practice.