**TalentSource Ethical Recruitment Policy**

**Effective Date:** October 24, 2024

At TalentSource, we are committed to fostering a professional, respectful, and fair recruitment environment. This **Ethical Recruitment Policy** outlines the standards and expectations for all recruiters using the TalentSource platform. By posting jobs and engaging with candidates on TalentSource, recruiters agree to abide by this policy and uphold the principles of ethical recruitment.

**1. Fair and Non-Discriminatory Recruitment Practices**

* **Equal Opportunity**: Recruiters must provide equal opportunities to all qualified candidates, regardless of race, color, gender, age, disability, religion, national origin, marital status, sexual orientation, or any other status protected by applicable law.
* **Anti-Discrimination**: Job postings and recruitment practices must not include any language, criteria, or requirements that could be perceived as discriminatory. Recruiters are expected to evaluate candidates solely based on qualifications, skills, experience, and job fit.

**2. Transparency in Job Postings and Communication**

* **Accurate Job Descriptions**: Recruiters must provide clear, accurate, and complete information in job postings. This includes details on job roles, responsibilities, qualifications, salary range (if applicable), and any other relevant information.
* **Truthful Representation**: Recruiters must represent their company, brand, and available positions truthfully. Any misleading or false statements regarding the position, company, or hiring process are strictly prohibited.
* **Open Communication**: Recruiters are expected to maintain open and honest communication with candidates throughout the hiring process. Job seekers should be informed of timelines, updates, and any changes in the recruitment process.

**3. Respect for Candidate Privacy and Data Protection**

* **Compliance with Data Privacy Laws**: Recruiters must adhere to all applicable data protection regulations, including the Philippine Data Privacy Act of 2012, GDPR, and other relevant laws. Candidate data should be collected, processed, and stored securely and solely for recruitment purposes.
* **Confidentiality**: Candidate information must be treated with confidentiality and must not be shared or used for any purposes beyond recruitment. Any misuse of candidate data is strictly prohibited and may result in the termination of platform access.

**4. Ethical Candidate Engagement**

* **Respectful Communication**: Recruiters must treat all candidates with respect and courtesy. Harassment, offensive language, or unprofessional behavior will not be tolerated.
* **Avoiding Unnecessary Pressure**: Recruiters should avoid applying undue pressure on candidates for quick decisions or requiring unreasonable commitments before the candidate has a clear understanding of the role.
* **Timely Responses**: Recruiters are encouraged to respond to candidates within a reasonable timeframe, particularly regarding interview feedback, offer status, or rejection notifications.

**5. Non-Exploitation of Candidates**

* **No Fees or Charges**: Recruiters must not charge candidates any fees for applying, being considered, or being placed in a job. Any attempt to solicit money or services from candidates in exchange for placement is strictly forbidden and will result in account termination.
* **No Misrepresentation of Job Nature**: Recruiters must not misrepresent the nature of the job or company. For example, advertising full-time roles as internships or vice versa without clear disclosure is unethical and misleading.

**6. Avoiding Conflicts of Interest**

* **No Favoritism or Bias**: Recruiters are expected to avoid any favoritism or personal bias that could affect their hiring decisions.
* **Transparency in Referrals**: If a recruiter is recommending a candidate based on a referral, they must disclose this to the hiring manager as appropriate to ensure fair evaluation.

**7. Candidate Welfare and Protection**

* **Health and Safety Compliance**: Recruiters should ensure that candidates are being considered for safe and compliant workplaces, with appropriate health and safety standards.
* **Protection Against Exploitation**: Recruiters should avoid placing candidates in roles or environments that are known to have unethical practices, such as unfair labor conditions or inadequate employee protections.

**8. Professional Conduct and Compliance**

* **Upholding Professional Standards**: All recruiters are expected to maintain the highest level of professionalism and integrity in all interactions with candidates and TalentSource staff.
* **Compliance with Laws and Regulations**: Recruiters must comply with all applicable labor, employment, and recruitment laws, including DOLE regulations in the Philippines and any relevant local regulations in the job's location.

**9. Accountability and Enforcement**

TalentSource reserves the right to monitor and review recruiter activities on the platform. Violations of this Ethical Recruitment Policy may result in the following actions:

* **Warnings or Temporary Suspension**: For minor infractions, TalentSource may issue a warning or temporarily suspend the recruiter’s access to the platform.
* **Termination of Access**: For serious or repeated violations, TalentSource reserves the right to terminate the recruiter’s access to the platform without notice.
* **Legal Action**: In cases of severe violations, including fraud or exploitation, TalentSource may pursue legal action against the offending recruiter or agency.

**10. Reporting Unethical Behavior**

Candidates and other users are encouraged to report any unethical or suspicious behavior to TalentSource. Concerns can be directed to **inquiry@talentsource.asia**. TalentSource will investigate reported cases and take appropriate action in line with this policy.

By using TalentSource, recruiters confirm their commitment to ethical recruitment practices as outlined in this policy. TalentSource may update this policy periodically, and it is the recruiter’s responsibility to review and adhere to the latest version.

**[End of Ethical Recruitment Policy]**