



ttgrecruitment

## Code of Conduct

TTG strives to create and support the progress of real value whether it's through assisting our clients through their business needs in recruitment or offering direction to aspiring candidates. We understand in turn we have an obligation to our clients to conduct our business and source our resources responsibly. Thus we work alongside stakeholders and suppliers in order to proactively manage environmental and social risks, while ensuring quality of outcome for all involved.

### Values

The core values of TTG embody the actions, outcomes, and obligations through all actions both internal and external. While these core tenets do not exhaust the expectations of ourselves, and those we do business with, they help define us as professionals are central to what we do.

#### **Collaborative** – One team, trusted partner

*"We don't compete with each other. We work together to achieve the best possible result. We see ourselves in true partnership with our clients"*

#### **Courageous** - The relentless pursuit of excellence

*"We're not afraid to tell the truth and share our experience. We never shy away from receiving feedback so that we just keep getting better at what we do"*

#### **Passionate** – We love what we do

*"We enjoy the challenges that cross our paths and get genuine kick out of finding that perfect fit for our clients and candidates"*

#### **Authentic** – We stand out from the crowd

*"What you see is what you get. It's honest. It's real. We want you to know us and trust us, and enjoy the journey"*

#### **Ethical** – Unswerving integrity

*"We aim to set the standard as the most professional and ethical provider of recruitment and human resource services you will work with"*



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## **Our Promise**

As professionals in recruitment we have a duty to our clients, to every candidate, and to ourselves. It is our responsibility to hold and adhere to the best interests of everyone involved and as such we make the following promises:

### **Professionalism**

- Be diligent in our attentiveness to the needs of our clients and candidates while tending to their provision of appropriate and responsive opportunities
- Exhibit the competencies necessary to provide workforce services that are reasonably fit for purpose
- To be conscientious in safeguarding the trust placed in us by all who share in our businesses and services
- Treat all clients, candidates, staff, and all who visit with courtesy and dignity
- Provide prospective candidates with equal opportunities for skill enhancement and career progression, while protecting them from exploitation
- Ensure all staff are adequately trained and skilled while developing and maintaining a satisfactory and up to date level of relevant professional knowledge

### **Operational Integrity**

- Refuse bribes, rewards, and the like in trade for favouritism or deception to all we do business with
- Never deliberately mislead clients and candidates with false or fabricated information in order to increase personal gain
- Always ask for consent before sharing information of those we work with or store such information in ways that would be deemed a risk to the integrity of privacy or security of the individual or business
- Endeavour to do right by clients and candidates alike using our expertise to direct outcomes to be mutually favourable
- Provide and maintain clear, concise and consistent communications in order to facilitate the best possible opportunities

### **Everything In-between**

We choose to take it one step further. As part of a broader community we engage in safe practices to reduce our environmental footprint as well as engaging and encouraging behaviours and practices that have a positive influence on our community, our society, and the TTG family.