



# ASAP Recruitment's Code of Conduct

As an ASAP Employee we expect the following qualities to be shown to all work colleagues, supervisors and managers regardless of race, religious beliefs or social status.

## HONESTY

- The value of speaking truth and creating trust in minds of others.
- Is Notifying ASAP of any unsafe work practices.
- Do not lie to ASAP.
- Feel free to honesty tell ASAP in confidence your situation if it may affect your work.

## LOYALTY

- Is faithfulness or a devotion to a person or cause.
- Please advise ASAP of offers of permanency.
- Advising ASAP of your availability.
- If working through another agency.

## RESPECT

- Respect is a sense of the worth, a person, a personal quality, ability, or a manifestation of a personal quality or ability.
- Respecting the beliefs of fellow workers.
- Respecting each other
- Notifying ASAP 1 hour before your start time if unable to attend.
- Following directions given by supervisors as long as safe.

## RELIABILITY

- Is the ability of a person to perform and maintain his/her functions in routine circumstances.
- If you are running late notify ASAP.
- Notify ASAP in advance of any time off required.

The above qualities underline all ASAP Recruitments staff philosophies.