



TESD
TEMPORARY EMPLOYMENT
SERVICES DIVISION

Metal Industry House
42 Anderson Street, Johannesburg 2001
PO Box 1338, Johannesburg 2000

CODE OF ETHICS

1.0 PREAMBLE

This Code of Ethics is intended solely to fairly and suitably govern the relationship between the temporary employment services provider, the client, the labour supplied by the temporary employment services provider to the client and other temporary employment services providers operating within the jurisdiction of the Metal and Engineering Industries Bargaining Council.

- 1.1 This Code of Ethics shall be binding on all members of the TESD of the Constructional Engineering Association (South Africa) [CEA (SA)] and their employees.
- 1.2 The member undertakes to uphold and promote the constitution of the CEA (SA) as well as the ideals and standards of the TESD.
- 1.3 Any contravention of this code or of the constitution will be dealt with by the Executive Committee of the TESD or of the CEA (SA).
- 1.4 Members shall comply with any ruling determined by these bodies but shall have right of appeal as set out in the Constitution.
- 1.5 Members will conduct their business, human resources and industrial relations practices ethically and shall not behave in a manner prejudicial to or likely to bring discredit to the temporary employment services industry, the TESD or the CEA (SA).
- 1.6 Members shall not issue statements to the media concerning the TESD's or CEA (SA)'s activities or policies without prior consultation and without obtaining the approval of the Executive Committee of the CEA (SA).
- 1.7 Members shall at all times take cognisance of, and comply with all statutes, regulations, laws and other legal requirements of this country including seeking registration with the required statutory bodies and making contributions to the various funds, levies, etc. which are prescribed from time to time.

2.0 THE CLIENT

- 2.1 Members undertake to strive to offer quality service and to meet all reasonable standards/conditions set by their client.
- 2.2 Members shall state their charges and terms of service to clients clearly, concisely and unambiguously.
- 2.3 Members shall treat any information given to them by clients with utmost discretion and in confidence.

3.0 LABOUR SKILLS

- 3.1 Members acknowledge and will maintain the dignity of their employees and will be sensitive to their needs and concerns.
- 3.2 Members shall represent to their best knowledge and ability, factual information to employees and to prospective employees on matters such as probable length of employment, wage rates, amount of overtime, benefits, allowances, etc.
- 3.3 Should members make any reference checks on prospective employees, these shall be done discreetly and in such a manner that his/her present employment, if any, is not endangered or compromised.
- 3.4 Members will, to the best of their ability, ensure safe working conditions of their employees even though they are under the control of a third party while employed.
- 3.5 Members undertake to remunerate their employees with a wage which is fair and related to the norm in the particular industry as well as observing all statutory wage-related regulations.
- 3.6 Members recognise the rights of their employees of free association in relation to membership of trade unions and arrangements in relation to accommodation, eating and recreation facilities.
- 3.7 Members shall, on engagement, provide their employees with a written contract of employment setting out in full all details of wages, allowances, benefits, period of employment, details of deductions and any other relevant details and shall receive from the employee signed acceptance of the offer of employment.
- 3.8 Records of employees shall be maintained by members, incorporating service, location, performance, training, wage rates, etc.
- 3.9 The members shall have a written Disciplinary and Grievance Procedure.

4.0 COMPLIANCE WITH THE CODE OF ETHICS AND SANCTIONS

The TESD reserves the right to discipline members and to apply relevant sanctions in respect of any breach of the Code of Ethics as described above. In this regard, the investigation and recommendations relating to the application of relevant sanctions will initially be dealt with by Executive Committee of the TESD or of the CEA (SA). The final recommendations of this body will hereafter be referred to the CEA (SA) Executive Committee for implementation and/or recording.