Code of Recruitment Practice



Aims

AGB Resourcing aims to provide a high standard of service for both our clients and the applicants we help recruit internationally. This means applying an ethical and fair approach in our recruitment practice in line with professional standards of the sectors we recruit, providing competent orientation and support to internationally recruit staff and safeguards against the exploitation of vulnerable workforces of countries from which we source qualified staff.

Health and Care Providers

As supplier of personnel to health and care providers in the UK, where appropriate for a recruitment agent, we also adhere to the relevant UK Codes of Practice, including those of Devolved Administrations and the <a href="https://www.who.acministration.com/who.acministration

We comply with the laws of the UK and the Devolved Administrations, and the laws from which we are recruiting international staff. We communicate to international recruits to health and care providers they have the same legal rights in all terms of employment and conditions of work as domestic staff.

We endeavour, where appropriate, to support the NHS in attaining their benchmarks set out for 'Preparing for Recruitment', 'Recruitment' and 'Overseas Nurse Recruitment in the NHS International Recruitment Toolkit.

Good practice

For every applicant and vacancy, AGB Resourcing will practice the following:

- 1. Recruit international staff only for verified and specific vacancies open to international staff.
- 2. Provide the applicant all relevant information about the role applied for, including job description, person specification, grading structure, salary, location. We will also provide successful applicants with information on accommodation.
- 3. Provide appropriate pastoral support and orientation for successful applicants.
- 4. Submit to clients only applicants that have the appropriate level of English language to meet professional and regulatory requirements.
- Ensure applicants are fully informed of which UK regulatory bodies they must register with, organisations for support and guidance and to register with <u>Protecting</u> <u>Vulnerable Groups</u> if they are placed in Scotland.

Code of Recruitment Practice



6. With the exception of government-to-government agreements in support of recruitment activities, AGB Resourcing will not pro-actively recruit from the following countries for NHS staff (this list may be updated from time to time):

Afghanistan	Liberia
Angola	Madagascar
Bangladesh	Malawi
Benin	Mali
Burkina Faso	Mauritania
Burundi	Micronesia, Federated States.
Cameroon	Mozambique
Central African Republic	Nepal
Chad	Niger
Congo	Nigeria
Congo, Dem. Rep.	Pakistan
Côte d'Ivoire	Papua New Guinea
Djibouti	Senegal
Equatorial Guinea	Sierra Leone
Eritrea	Solomon Islands
Ethiopia	Somalia
Gabon	South Sudan
Gambia, The	Sudan
Guinea	Togo
Guinea-Bissau	Uganda
Haiti	United Republic of Tanzania
Kiribati	Vanuatu
Lesotho	Yemen, Rep.

Code of Recruitment Practice



- 7. Inform successful applicants of required normal health assessment and check for criminal convictions.
- 8. Confirm with the successful applicants that they have a valid visa or appropriate permit before entry to the UK.
- 9. Ensure that their employers communicate opportunities for further education and continuing professional development available to them.
- 10. AGB Resourcing will not charge applicants fees for active recruitment to gaining employment with the NHS. Note, applicants applying independently to AGB Resourcing may be charged additional services. Actively recruited applicants will not be charged fees to gain employment with the NHS.
- 11. Maintain up-to-date records for international recruitment activities, in accordance with GDPR and other relevant data protection laws.