



Code of Ethics

As a condition of membership in the Missouri & Kansas Search and Staffing Association (MKSSA), each member pledges its support of, and adherence to, the principles set forth below. Through their voluntary compliance with these principles, MKSSA members acknowledge that such compliance is in the best interests of the staffing services industry, its customers, and its employees. MKSSA members agree to always strive:

- To comply with all laws and regulations applicable to their business, and to maintain the highest standards of ethical conduct in the operation of that business and in their dealings with employees, customers, and competitors;
- To treat all applicants and employees with dignity and respect, and to provide equal employment opportunities, based on bona fide job qualifications, without regard to race, color, religion, national origin, sex, age, or disability;
- To maintain the highest standards of integrity in all advertising, and to assign the best-qualified employees to fill customers' needs;
- To determine the experience and qualifications of applicants and employees as the staffing firm deems appropriate to the circumstances, or as may be required by law;
- To explain to employees prior to assignment their wage rate, applicable benefits, and hours of work — And to promptly pay any wages and benefits due in accordance with the terms of the individual's employment and applicable legal requirements;
- To satisfy all applicable employer obligations, including payment of the employer's share of social security, state and federal unemployment insurance taxes, and workers' compensation — And to explain to employees that the staffing firm is responsible for such obligations;
- To determine that employees are assigned to worksites that are safe, that they understand the nature of the work the customer has called for and can perform such work without injury to themselves or others, and that they receive any safety training that may be necessary or required;
- To take prompt action to address employee questions, concerns, or complaints regarding unsafe work conditions, discrimination, or any other matter involving the terms and conditions of their employment;

In addition, the MKSSA supports and adheres to the Standards of Ethical Practices of the National Association of Personnel Services.

(<http://www.napsweb.org/AboutUs/SEP.cfm>)