

## CODE OF ETHICS

We only accept assignments in line with our expertise.

Artemis Career Consulting performs a thorough analysis of the open position, including job description, job profile and salary package. Artemis Career Consulting will only accept assignments for vacant positions or positions to be vacated in the foreseeable future.

We guarantee professional advice and adopt a respectful, impartial, non-discriminatory and businesslike manner.

We inform our client of any existing conflicts of interest, and will accept assignments only if all parties explicitly agree to dismiss those conflicts of interest.

## REFERENCE CHECK

A candidate must give written consent (email is acceptable) before Artemis begins reference checks. Mention of referrals on a CV will be acknowledged as authorization to proceed with an inquiry.

## GUARANTEE

If, at the end of the trial period, a candidate should not meet the client's requirements due to a demonstrated lack of personal or professional qualifications, Artemis will introduce a new list of candidates at no extra charge.

## RECRUITMENT PROCESS EXCLUSIVITY

Each candidate can only be considered for one recruitment assignment at the time. Artemis cannot introduce a candidate to multiple clients simultaneously.

## CLIENT AND CANDIDATE DATA PROTECTION STANDARDS

Artemis is committed to the safeguarding of personal information received by all clients and candidates. Our clients will defer from asking candidates directly for information related to the candidate or the search process without the prior consent from Artemis. We urge our candidates to maintain the same level of confidentiality with the information exchanged during the interview and recruitment process. We, together with our client, agree in advance on the information and details to be shared with candidates.

## OFF LIMITS

A client's employees will not be considered as candidates for future recruitment projects for a period of at least 1 year from the last active client search commitment.