

## CODE OF ETHICS

### CLIENT AND CANDIDATE DATA PROTECTION STANDARDS



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

### GARANTEE



Artemis will within a given timeframe according to local standards launch a new search with a new list of candidates at no extra charge - if a candidate should not meet the client's requirements due to a demonstrated lack of personal or professional qualifications, Artemis will

### REFERENCE CHECK



A candidate must give written consent (email is acceptable) before Artemis begins reference checks.

### GDPR



The partners/countries in Artemis that are subject to the European GDPR regulations have the necessary documentation and systems for storage, exchange and deletion of personal data.

### OFF LIMITS



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

### RECRUITMENT PROJECT EXCLUSIVITY



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

### OUR VALUES



We only accept assignments in line with our expertise. Artemis performs a thorough analysis of the open position, including job description, job profile and salary package. We guarantee professional advice and will adopt a respectful, impartial, non-discriminatory and businesslike manner. We will inform our client of any existing conflict of interests and will accept assignments only if all parties explicitly agree to dismiss those conflicts of interest.

### DIVERSITY



Artemis is focused on equal opportunity and committed to the principle of diversity.

We therefore agree with our clients to value and embrace diversity in all aspects of our clients' activities and respect others without regard to race, colour, religion, sex, national origin, age, disability, sexual orientation, or political affiliation.