



Recruiters International, Inc.'s (RII) Basic Policies

There Are Specific Agreements, Policies or Procedure Agreements that we will have Candidates fill out should both parties decide to work together

1. **RII** (and all affiliates) is a recognized, national search firm subscribing to the Equal-Opportunity Practices of the Federal and State Government. We will refer all qualified Candidates without regard to race, color, religion, sex, age, national origin, marital status, disability, or other protected characteristic.
2. Candidates are referred to companies in confidence. Candidates have given **RII** approval to submit their qualifications to a specific Client. **RII** at times does submit Candidate information to companies / clients anonymously. Anonymously = name, contact, educational and company information is hidden (redacted).
3. **RII** does NOT solicit Candidates from active Clients. Active Client = companies / employers who have paid service fees for the past 12-month period, submitted job requisitions within the past 12-month period or has actively interviewed **RII**'s submitted Candidates within the past 12-month period.
4. **RII** does not provide free services; however, we may offer some free career and staffing advice at our discretion.
5. **RII** has the right to choose the Candidates to work with; typically, we work with all Candidates who request our assistance. However, if on the occasion we deem a Candidate to be abusive or displays similar traits, **RII** has the right to cease correspondence with said Candidate.
6. Candidate Confidentiality is very important to us, if a particular company requires confidentiality, they will have to notify **RII** and provide a Confidential Agreement or NDA. It is the responsibility of Client / Employer to provide such a requirement to the Recruiter and/or provide notification in writing.
7. **RII** cannot guarantee Candidate confidentiality if the Candidate is working with other companies and/or recruiters; we can guarantee confidentiality **ONLY** if the Candidate is working exclusively with us, **RII**
8. Please note, most of the services offered on the riicareer.com site are fee-based services ... **you are NOT required to utilize any of our Candidate Services for us to work with you in trying to place you** (Executive Search, www.riirecruit.com)