

CODE OF CONDUCT

We are a **companion, confidant** and **contact** person for the client and the skilled worker during the entire process of recruitment, placement, integration and recognition in Germany.

OUR UNDERSTANDING OF ETHICAL RECRUITMENT PRACTICES

We observe German law and the respective national law, in particular the provisions of labour law, equal treatment law and the law on foreigners, and we commit ourselves to certain international standards:

The WHO Global Code of Practice on the International Recruitment of Health Personnel and not to recruit commercially from countries listed in the Schedule to the Employment Regulations.

https://www.who.int/hrh/migration/code/WHO_global_code_of_practice_EN.pdf

The IRIS standard of the International Organisation of Migration, in particular

- No placement or employment of minors
- No mediation to replace striking workers
- No mediation to support wage dumping
- Identification papers, work permits and other documents of the interested party will never be retained, kept or used without the written permission of the interested party.
- The candidate is informed transparently at all times about the data protection declaration and the course of the process and knows where and for what purpose personal documents are available.

<https://iris.iom.int/sites/g/files/tmzbd1201/files/documents/IRIS%20Standard%20Report%20.pdf>

<https://www.ioe-emp.org/index.php?eID=dumpFile&t=f&f=129678&token=a91797b1a6923a8026884e756f21e92f07cc3db0>

General principles and operational guidelines for fair recruitment der ILO

http://www.ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/---migrant/documents/publication/wcms_536755.pdf

- We are committed to promoting the „Employer Pays“ principle and also to become the norm in Germany.

www.ihrb.org/employerpays/the-employer-pays-principle

- Start Medicare respects and protects the rights guaranteed in the United Nations human rights conventions.

COSTS AND CONTRACTUAL CONSTELLATIONS

- As an agency we do not charge **any fees/costs/fees from the candidates** for recruitment and placement with an employer in Germany.
- We do not work with companies that claim corresponding costs against candidates, e.g. in order to get into a selection pool/placement pool.
- Related costs associated with international recruitment are mapped in the job and placement offer according to the cost type breakdown of the ILO Definition of Recruitment Fees and Related Costs – both vis-à-vis the interested parties and vis-à-vis the clients.
- We provide transparent information in writing at all times about service offers for customers and interested parties and the associated costs.
- We make sure that **the candidates do not have to pay for their language courses**.
- We ensure that the costs of the language courses are not passed on to the candidates, either directly or indirectly.
- Interested parties receive a draft employment contract written in a language they understand, with a cooling-off period and the opportunity to negotiate the contract.
- Any kind of collateral agreement, be it for the assumption of relocation costs, support in the recognition process, language acquisition or other support services, will be recorded in writing/contractually and in respective translations for all actors involved - informal collateral agreements will be excluded.

QUALITY STANDARDS AND PROCESSES

- We guarantee a **high quality of German lessons** by monitoring the quality of our cooperating and all involved language schools and by adhering to the criteria for certification.
- We have comprehensive [requirements for our language schools](#).
- We work **exclusively with experienced, reputable partner agencies** and have selected them carefully. An important quality criterion: Our partner agencies also do not take money from the candidates.
- Entering Germany with a Schengen visa is a no-go. We ensure the receipt of an **appropriate residence permit**.
- We only work with **sworn translators or translators listed on the translator list by the German embassy** in the respective home countries for official documents.
- We have a **concept for the integration of the specialists in Germany** (professional and private integration) and we accompany them accordingly also after their entry.
- We prepare the **application for the recognition** of foreign degrees in Germany and take over and follow up the submission of the documents. We are familiar with the requirements imposed by the authorities of the relevant federal states and are in contact with these authorities.
- We **accompany the employer on the way to accreditation** in the candidates' home countries, where this is required. We inform about the necessary processes and costs.

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