

## **Cambridge SkillsTap**

**Code of Conduct** applicable to all Members in their dealings with the association and with other Members.

1. Stating the obvious, but to act in a thoroughly professional manner in all contacts with external businesses and other members of Cambridge SkillsTap. For example contacts will be followed up and reported promptly.
2. Cambridge SkillsTap is a not-for-profit organisation. It can only to promote or introduce members to sources of work for their business. It cannot be drawn into any contractual obligation; each member must make his/her own commitments to other organisations.
3. All transactions should be as transparent as possible.
4. All data must be circulated only within the membership and not shared without express permission of the member(s) or business(es) concerned.
5. Members take responsibility to negotiate arrangements of each project directly with the potential client. Cambridge SkillsTap members should not undersell themselves or other members, e.g. by doing extended work without charge.
6. Cambridge SkillsTap members will report the status of any contacts and projects, so that a central record can be kept.
7. When a member obtains work, having been introduced to that client as a result of any activity direct or indirect by Cambridge SkillsTap (including the website), or through a another Cambridge SkillsTap member, then a fee shall be levied on that member equal to 5% of their professional fees (ex. VAT) upto a maximum of £500.
8. Cambridge SkillsTap members will be put in touch with businesses who request help by reference to the relevance of their skills and experience. Where this turns out to be incorrect or the member is unable to help for personal reasons, the member will ensure that an alternative selection is prompted.

Ver 1.0 - Approved 25<sup>th</sup> April 2005

\*\* Explanatory Footnote: the charging of "finder's fees" between members is of questionable legality under the Employment Agencies Act, whilst Cambridge SkillsTap, as an employers association is exempt in relation to its dealings with its members.

Code of Conduct v2 - Approved by General Meeting on 20<sup>th</sup> January 2006