



The Capital Area
Staffing Association

6620 81st Street
Cabin John, MD 20818
Phone: 301-630-6655
Fax: 1866-822-8003
elizacasa@mail.bullhorn.com
www.capitalareastaffingassociation.org

CODE OF ETHICS AND GOOD PRACTICES

As a condition of membership in the Capital Area Staffing Association (CASA), each member pledges its support of, and adherence to, the principles set forth below. Through their voluntary compliance with these principles, CASA members acknowledge that such compliance is in the best interests of the staffing services industry, its customers, and its employees. CASA members agree to always strive:

- *To comply with all laws and regulations applicable to their business, and to maintain the highest standards of ethical conduct in the operation of that business and in their dealings with employees, customers, and competitors;*
- *To treat all applicants and employees with dignity and respect, and to provide equal employment opportunities, based on bona fide job qualifications, without regard to race, color, religion, national origin, sex, age, or disability;*
- *To maintain the highest standards of integrity in all advertising, and to assign the best-qualified employees to fill customers' needs;*
- *To determine the experience and qualifications of applicants and employees as the staffing firm deems appropriate to the circumstances, or as may be required by law;*
- *To explain to employees prior to assignment their wage rate, applicable benefits, and hours of work -- And to promptly pay any wages and benefits due in accordance with the terms of the individual's employment and applicable legal requirements;*
- *To satisfy all applicable employer obligations, including payment of the employer's share of social security, state and federal unemployment insurance taxes, and workers' compensation -- And to explain to employees that the staffing firm is responsible for such obligations;*
- *To determine that employees are assigned to worksites that are safe, that they understand the nature of the work the customer has called for and can perform such work without injury to themselves or others, and that they receive any safety training that may be necessary or required;*
- *To take prompt action to address employee questions, concerns, or complaints regarding unsafe work conditions, discrimination, or any other matter involving the terms and conditions of their employment;*



AFFILIATED WITH
American Staffing Association

BULLHORN
Staffing and Recruiting Software On Demand
The Last Software You'll Ever Need™
CASA Platinum Industry Partner

- *To observe the following guidelines to ensure an orderly transition when taking over an account being serviced by another staffing firm:*
 - *the outgoing firm and its employees should, whenever feasible, be given reasonable prior notice that the account is being transferred;*
 - *assigned employees of the outgoing firm should, whenever feasible, be allowed to continue working on the payroll of the outgoing firm for some reasonable transition period; thereafter, they should be given the choice of accepting an assignment with another customer of the outgoing firm if one is available, or applying to stay on their current assignment with the new staffing firm.*

These guidelines are not intended to prohibit or discourage any other provisions or arrangements, agreeable to the parties that achieve an orderly transfer of accounts. CASA members are encouraged, whenever feasible, to specifically address the terms and conditions relating to the transfer of accounts in written agreements with their customers.

CHAPTER ANTITRUST GUIDELINES

A review of federal antitrust law applicable to trade associations and guidelines for compliance.

Federal law prohibits "contracts, combinations and conspiracies in restraint of trade." Not every restraint of trade is unlawful - only "unreasonable" ones. Courts look at all the facts and circumstances to determine whether the restraint is unreasonable.

Some activity is unlawful on its face. Such "per se" violations include:

- **Price fixing**
- **Refusals to deal (i.e., boycotts)**
- **Allocation of markets**
- **"Tie-in" agreements requiring customers to buy some unwanted thing as a condition of buying the thing desired**

Members should refrain from any conduct that could be construed as an agreement to restrain trade. "Agreement" is a broad term - it may be oral or written, formal or informal, express or implied. A "gentleman's agreement" to "hold the line" on prices is unlawful. Observing the following guidelines will help minimize the risk of an antitrust charge:

1. **Meet only when there are legitimate association or industry issues to justify getting together.**
2. **Provide advance notice of meetings and have a specific agenda.**
3. **Keep to the agenda. Subjects not on the agenda generally should not be considered.**
4. **Do not discuss prices, markets, or competitive issues such as fair profit levels, cash discounts, credit terms, or wage rates.**

5. **Approach the following topics with caution - expulsion or denial of membership; statistical reporting; standards and certification; joint research; codes of ethics; and denial of services to non-members. Such activity may be appropriate, but counsel should be consulted as to structure, content and implementation.**
6. **If a member raises an issue that is improper for discussion, it should immediately be pointed out and the discussion ended. Any member present who is aware of the implications has the right and duty to stop the discussion. If it continues, members should leave the meeting.**
7. **Keep full and accurate minutes, including any action taken.**
8. **Do not hold "secret" or "rump" meetings. If the association has paid staff, a staff member generally should attend all meetings.**
9. **Do not "police" individual members' business practices.**
10. **When in doubt regarding a proposed program or discussion item, check with association staff and counsel. Follow counsel's guidance.**

Violating the antitrust laws is serious. Individuals and corporations convicted of criminal violations may be fined up to \$100,000 and \$1 million, respectively. Individuals and corporate officers may be imprisoned for up to 3 years. The government may issue civil cease and desist orders and ask that the association be dissolved. Private suits against the violator for treble damages can also be brought.