



# RECRUITMENT

## Code of Ethics



# Recruitment Code of Ethics

---

- BNP Paribas Real Estate complies with all equal opportunity requirements relative to employment, the aim of which is to eliminate barriers to appointment, transfer and promotion of members of the intended groups.
- In all their choices, BNP Paribas Real Estate HR is committed to placing competence in the job above all other criteria.
- The BNP Paribas Real Estate Recruitment Code of Ethics promote three values: objectivity, transparency and respect.



**1. Objectivity**

**2. Transparency**

**3. Respect**





1

## Objectivity



## 1. Structured and standard selection process

- ▶ Formally set out recruitment needs in a job description that describes the responsibilities, the skills needed for the position, and the selection criteria applied, which are those used in the pre-selection of CVs that are received.
- ▶ Use and disseminate in recruitment advertisements criteria with no discriminatory character (direct or indirect) always relative to the demands of the position to be filled.

## 2. Training of recruitment professionals

- ▶ When they take up their position, train recruitment professionals in recruitment interviewing and the use of additional evaluation tools used (tests).
- ▶ Dissemination of Recruitment Code of Ethics within the group
- ▶ Respect the principle of the “second look”: to arrive at a favourable decision, at least two individual interviews, one with an HR administrator trained in evaluation techniques. This principle of a “second look” can also be applied to the pre-selection of CVs, in order to better assess technical skills.





2

## Transparency



## 1. Information for applicants

- ▶ Publish vacant positions on recruitment websites to make them equally accessible to all
- ▶ Inform applicants of the conditions of the selection process which they are being instructed to follow
- ▶ Provide applicants with details of a contact person (telephone or electronic address) allowing them to obtain answers to their questions.
- ▶ Give general feedback on the evaluation at the end of the selection process to applicants who request it.



3

**Respect**





## 1. Respect for applicants

- ▶ Ensure the process is arranged to take into account the situation of applicants, including, for example, applicants with disabilities.
- ▶ Welcome each applicant to an individual interview in good material conditions.
- ▶ Respect the principle of benevolent neutrality during each individual interview.
- ▶ Restrict dissemination of information about applicants to a report of the interview, provided only to those persons involved in the decision.

## 2. Respect for staff

- ▶ Ensure the agreement of all staff to confirm the recruitment decision, in an organised, collegiate process, free of any pressure.
- ▶ Refer to management any cases of persistent disagreement concerning the application of these principles.

Get in touch with us!

---



**BNP PARIBAS  
REAL ESTATE**

