
The Baldwin Gilman Code of Conduct



Our mission is to help our clients find and select the best talent for success in their organizations. To accomplish this, each consultant abides by the Baldwin Gilman Code of Conduct when working on all assignments.

The following 10 statements are a testament to our integrity and our commitment to helping you achieve success in hiring. Thank you for putting your trust in us.

1. **We act in the best interest of the employer, our client.** We serve as your advocate during the hiring process to identify the right candidate to accept your offer. We provide full disclosure of a candidate's history so hiring can be done with the most complete facts we possess.
2. **We will not accept an assignment if we do not have the expertise** that will culminate in a successful search. Our 20+ consultants average 15 years experience in a variety of industries and functional disciplines. However, if we don't have the expertise required for your search, we will recommend a reputable firm serving that specialty.
3. **We will employ our disciplined, structured, process**—The Baldwin Gilman Way—to the search to get you the right candidate/s as quickly as possible.
4. **We will adhere to the level of confidentiality you desire.** We even offer our office as an off-site location for interviews if needed to maintain confidentiality.
5. **We will interview candidates first to better screen for the right fit.** We will not send a candidate that hasn't been interviewed in person by a Baldwin Gilman specialist, unless you have agreed to a different approach in advance.
6. **We will not actively solicit employees inside your company** for other assignments for a period of one year.
7. **Our initial fee will be a small percentage of the total** when the placement contract is established on a retainer basis. Your next payment will not be due until candidates are presented to you for interview.
8. **Our fee structure for retained assignments is pre-determined and fixed**, not a percentage of salary. Therefore, if a higher salary is required, you can discuss it with the knowledge our fee will not increase.
9. **We will find a replacement, at no additional fee**, in the unlikely event a candidate leaves the position within the stated guarantee period set forth in the placement contract.
10. **We are committed to doing what we say we will do.** We accomplish our professional responsibilities with competence and diligence. We will be honest and trustworthy. We will always honor contracts, agreements, and assigned responsibilities. If there is ever a dispute, we promise to rectify it quickly.