

**CODE OF CONDUCT & STATEMENT OF UNDERSTANDING  
For Employers using the EDAA Employment Registry**

The EDAA expects that all employers using this complimentary service will respect the policies our association has established for utilizing these services and that **employers will exercise common courtesy and professional conduct at all times.**

1. I understand that the EDAA expects their members to be treated with courtesy and respect in their employment environments. **Unprofessional behavior or verbal abuse by the employer is not acceptable.** I understand that if complaints of staff abuse in our office are received by the EDAA Employment Registry services, they will be documented. **If 2 or more documented complaints are received I understand that this will result in denial of access to the EDAA's complimentary employment services.**
2. I will contact the EDAA Employment Registry as soon as I have filled the position posted so that posting can be removed from the Registry. I will give the name of the person hired to fill the position if they were hired through the Registry services, for the EDAA records. I understand that only currently available jobs should be on the list at any time. I will respect this policy and not let my 4 week listing just "run out".
3. I understand that the list of EDAA members I will receive is **only valid for 2 weeks** and must be **destroyed/shredded** at that time. I understand that this list is continually being updated and I will not continue to use it after the 2 week period is up. Information on this list will only be used as allowed under **PIPA.**
4. I will contact everyone who applies for the position posted even if the position has been filled. I understand that the applicant has taken the time to prepare an application to fax to me or has taken time to contact my office and deserves the courtesy of a prompt reply.
5. I will be prepared for all interviews scheduled and be on time. I understand that the applicant has set aside time especially for me and I will respect that. If the interview will be delayed or must be rescheduled for any reason I will contact the applicant in advance to notify them of the change.
6. **If I have not found a suitable candidate to fill my staff opening within 3-4 weeks of placing the job posting on the EDAA Employment Registry, I will contact the EDAA to update my listing, remove the listing or change the job description. I understand that the job posting may be removed if notification was not received and access to this service may be limited for continued failure to comply with this policy.**
7. I understand that the EDAA Starting Salary Guidelines are to be used only as a resource for negotiating a suitable starting salary based on qualifications, experience and the type of position to be filled. They are not a set wage for any person or position. I understand that the salary negotiated will depend on the circumstances of the position, the benefits offered by the Employer, and the qualifications and experience the applicant brings to the position. **I understand that this information is provided for my personal use and is not to be given to or copied for any other individual or agency.**

**I have read and understand the above code and statements and agree to abide by them. I understand that this complimentary service may be denied to me for failure to comply.**

**Print Employer Name:** \_\_\_\_\_

**Employer Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Services requested: Post job on the registry \_\_\_\_\_ Send list of members seeking jobs \_\_\_\_\_ EDAA Starting Salary Guidelines \_\_\_\_\_

**FAX this form to 780-987-2022**

**Due to increasing costs we now must rely on the financial support of employers using the EDAA Employment Registry Services to ensure continuing operation of this service. If you wish, please send your financial support to the EDAA c/o 4 Elbow Drive Devon AB T9G 1M5  
A receipt will be sent for all donations received. Thank you.**