



## IMI EMPLOYER RECOGNITION SCHEME - TERMS AND CONDITIONS

- By applying to join the Employer Recognition Scheme you certify that at least 50% of your staff are on the IMI's Professional Register.
- IMI members commit to ethical working practices by signing the IMI's Code of Conduct. As a member of the Employer Recognition Scheme, you will provide all means of support necessary to enable IMI members on your staff to satisfy the IMI's Code of Conduct.
- You will uphold the standing of the IMI and its members and the profession in general and will conduct your business so to not bring the IMI, its members or the profession into disrepute.
- Neither you nor any of your staff will do anything which may, directly or indirectly, unfairly injure the reputation of the IMI or any IMI member.
- You will take all reasonable steps to ensure that your business deals with the public, its staff, its suppliers and third parties with professional courtesy, integrity and respect at all times.
- You will take all reasonable steps to enable your staff to perform their duties and observe their responsibilities to you, to colleagues and to the public with professional courtesy, integrity and respect at all times.
- You will take all reasonable steps to ensure that work undertaken by your staff is performed with professionalism and integrity at all times.
- You will take all reasonable steps to ensure that complaints against your staff or your business are dealt with respectfully and in accordance with appropriate procedures.
- You will support your staff in maintaining and improving professional competence and skills in respect of all developments and legislation applicable to the motor industry.
- You will take all reasonable steps to encourage your staff to raise their educational standards and skills through training and continued professional development.
- You will respect the confidentiality of any information given to or held by your business in respect of its customers, staff and suppliers.
- You will operate your business ethically and in such a manner as to minimise its impact on the community in which it is based and the environment in general.
- You will work within the framework of the law at all times, and will co-operate with all regulatory investigations by the UK or EU authorities.
- Your business will comply with its obligations under the Bribery Act 2010 and will take steps to ensure that your staff do not incur personal gain through abuse of their position within your business.
- You will take all reasonable steps to maintain your business's reputation for operating to a high standard of conduct.
- It is a condition of continued membership of the Employer Recognition Scheme that at least 50% of your staff must remain on the IMI's Professional Register.
- If the proportion of your staff who are on the Professional Register falls below 50%, you must notify us immediately so that we can work with you to ensure that your business remains within the Employer Recognition Scheme.
- We reserve the right, if the proportion of your staff on the Professional Register falls below 50% or if you breach these terms, to terminate your membership of the Employer Recognition Scheme. We have an absolute discretion to do so and you agree that you will not challenge our decision.
- You will co-operate with any investigation by the IMI into a complaint against you or a member of your staff including responding promptly to any correspondence from the IMI or requests for information, and you will take all reasonable steps to ensure that your staff provide the same level of co-operation.