
STATUTORY INSTRUMENTS

2003 No. 3319

EMPLOYMENT AGENCIES, ETC.

**The Conduct of Employment Agencies and
Employment Businesses Regulations 2003**

Made - - - - 17th December 2003

Coming into force

except

*regulations 26(7) and
32*

6th April 2004

*regulations 26(7) and
32*

6th July 2004

**THE CONDUCT OF EMPLOYMENT AGENCIES AND
EMPLOYMENT BUSINESSES REGULATIONS 2003**

PART I

GENERAL AND INTERPRETATION

1. Citation and commencement
2. Interpretation
3. The meaning of “connected”
4. Transitional and Saving Provisions and Revocation

PART II

GENERAL OBLIGATIONS

5. Restriction on requiring work-seekers to use additional services
6. Restriction on detrimental action relating to work-seekers working elsewhere
7. Restriction on providing work-seekers in industrial disputes
8. Restriction on paying work-seekers' remuneration
9. Restriction on agencies and employment businesses purporting to act on a different basis
10. Restriction on charges to hirers
11. Entering into a contract on behalf of a client

12. Prohibition on employment businesses withholding payment to work-seekers on certain grounds

PART III

REQUIREMENTS TO BE SATISFIED BEFORE SERVICES ARE PROVIDED

13. Notification of charges and the terms of offers
14. Requirement to obtain agreement to terms with work-seekers
15. Content of terms with work-seekers: Employment businesses
16. Content of terms with work-seekers: Agencies
17. Requirement to obtain agreement to terms with hirers

PART IV

REQUIREMENTS TO BE SATISFIED IN RELATION TO THE INTRODUCTION OR SUPPLY OF A WORK-SEEKER TO A HIRER

18. Information to be obtained from a hirer
19. Confirmation to be obtained about a work-seeker
20. Steps to be taken for the protection of the work-seeker and the hirer
21. Provision of information to work-seekers and hirers
22. Additional requirements where professional qualifications are required or where work-seekers are to work with vulnerable persons

PART V

SPECIAL SITUATIONS

23. Situations where more than one agency or employment business is involved
24. Situations where work-seekers are provided with travel or required to live away from home

PART VI

CLIENT ACCOUNTS AND CHARGES TO WORK-SEEKERS

25. Client accounts
26. Circumstances in which fees may be charged to work-seekers

PART VII

MISCELLANEOUS

27. Advertisements
 28. Confidentiality
 29. Records
 30. Civil liability
 31. Effect of prohibited or unenforceable terms and recoverability of monies
 32. Application of the Regulations to work-seekers which are incorporated
 33. Electronic and other communications
- Signature

SCHEDULES

1. — Transitional and Saving Provisions

2. — Client accounts
3. — Occupations in respect of which employment agencies may charge fees to work-seekers
4. — Particulars to be included in an agency's or employment business's records relating to work-seekers
5. — Particulars to be included in an agency's or employment business's records relating to hirers
6. — Particulars to be included in an agency's or employment business's records relating to other agencies or employment businesses

Explanatory Note