

THE STANDARD VOLUNTARY CODE OF CONDUCT FOR EXECUTIVE SEARCH FIRMS

Hampton-Alexander Review

Introduction

Search firms are committed to helping their clients increase the effectiveness of their boards and senior executive teams and acknowledge the value that diversity brings; they readily acknowledge the important role their profession needs to play in supporting chairs, nominations committees, CEOs and CHROs as they take steps to enhance the diversity on their boards, in both executive and non-executive roles, and in their senior executive ranks. The key areas of focus include increasing the proportion of women and broadening ethnic diversity.

The Voluntary Code of Conduct for Executive Search Firms (The Code), outlined below, lays out steps for search firms to follow across the search process, from accepting a brief through to induction. Since its launch following the Davies Review in 2011, it has been refined and enhanced over time, reflecting learnings from search firms themselves, the independent review of its effectiveness in 2014, the annual Hampton-Alexander reports and the Parker report in 2016.

Code of Conduct: Provisions

- 1. Board Succession Planning:** Search firms should support Chairs and their nomination committees in developing medium-term succession plans that identify the balance of experience and skills that they will need to recruit for over the next two to three years to maximise board effectiveness. This time frame will allow a broader view to be established by looking at the whole board, not individual hires; this should facilitate increased flexibility in candidate specifications.
- 2. Executive Succession Planning:** Search firms should support nomination committees, CEOs and CHROs in developing clear, appropriate targets for enhancing diversity in senior executive roles and in developing plans to strengthen the pipeline of diverse candidates.
- 3. Diversity Goals:** When taking a specific brief, search firms should look at overall board or senior executive composition and, in the context of the business's agreed aspirational goals on gender balance and diversity more broadly, explore with the client if recruiting women and/or ethnically diverse individuals is a priority both generally and on this occasion.
- 4. Defining Briefs:** In defining briefs, search firms should work to ensure that significant weight is given to relevant skills, underlying competencies and personal capabilities and not just proven career experience, in order to extend the pool of candidates beyond those with existing board roles or conventional corporate careers. On Chair searches in particular, search firms should work to ensure that the briefs are framed in as open and inclusive a way as possible.

5. Longlists/Shortlists: When presenting their longlists, search firms should try to ensure that at least 40% of the candidates are women – and, if not, should explicitly justify to the client why they are convinced that there are no other qualified female options, through demonstrating the scope and rigour of their research.

Search firms should seek to ensure that the shortlist is appropriately reflective of the longlist. They should discuss with their clients each woman on the longlist and seek to have at least two women whom they would ‘strongly recommend’ that the client should meet for Non-Executive searches; they should have a similar aspiration on Chair searches as well.

Search firms should also discuss and agree with the client and meet specific targets for ethnic diversity on the longlist and seek to ensure that the shortlist is appropriately reflective of the longlist.

6. Candidate Support: During the selection process, search firms should provide appropriate support to candidates, in particular first-time ones, to prepare them for interviews and guide them through the process.

7. Supporting Candidate Selection: As clients evaluate candidates, search firms should ensure that they continue to provide appropriate weight to intrinsic competencies and capabilities, supported by thorough referencing, rather than over-valuing certain kinds of experience. Search firms should, as necessary, advise their clients on how to run their interview process to demonstrate the required rigour and professionalism and share best practices on how to reduce the impact of unconscious biases.

8. Induction: Search firms should provide advice to clients on best practice in induction and ‘on boarding’ processes to help new board directors or senior executive hires settle quickly into their roles.

9. Embedding Best Practice: Search firms should ensure that best practices in supporting clients on enhancing board and senior executive diversity are well documented and shared internally and that adherence to the Code is effectively monitored. They should discuss (or arrange training on) unconscious biases and how to reduce their impact.

10. Signalling Commitment: Search firms should signal their commitment to supporting diversity on boards and in senior executive ranks, and their adherence to the Code, through their websites, marketing literature and client discussions. They should share data on their track record on their website as appropriate and include case studies of their success.

11. Broadening the Candidate Pool: Search firms should seek to broaden their own networks of potential candidates, leveraging as appropriate external lists produced by relevant organisations. They are encouraged to invest time into developing relationships with the pipeline of future female and ethnically diverse candidates.

Embedding and developing the Code

The revised Code has now been signed up to by over 60 search firms, who collectively account for the vast majority of the board work in the UK. All have committed to following the Code's provisions in their board and senior executive search processes, irrespective of sector, company and organisation and to ensuring that the 11 provisions of the Code are embedded in their day-to-day practices.

We will continue periodically to review the effectiveness of the Code and progress towards improving board diversity, with the Hampton-Alexander and Parker Steering Groups and other key stakeholders and recommend changes as appropriate.

March 2021

Signatories to the Voluntary Code of Conduct – as at 31 March 2021:

Number:	Executive Search Firms
1	The Association of Executive Search and Leadership Consulting
2	AMC Executive Search
3	Audeliss
4	Baxter Neumann
5	Bronzgate
6	Capita Resourcing
7	Carbon
8	Carlyle Associates
9	Clifton Hill Associates
10	Dixon Walter
11	Drax
12	Egon Zehnder
13	Fidelio Partners
14	Fides Search
15	First Flight
16	Fletcher Jones
17	Founders Keepers
18	FWB Park Brown
19	Gatenby Sanderson
20	Godliman Partners
21	Green Park
22	Harvey Nash
23	Hays Executive
24	Hedley May
25	Heidrick & Struggles/JCA Partners
26	Holtby Turner
27	HopkinsLongworth
28	Independent Search Partnership
29	Infosec
30	HW Global Talent Partners

31	Interactive Selection
32	Korn Ferry
33	Lavelle Executive Search
34	Leathwaite
35	Leila McKenzie Associates Ltd
36	Level Consulting AG
37	Liftstream
38	Longwater Partners
39	Lygon Group
40	Maven
41	Miles Partnership
42	Miles Advisory
43	Mullwood Partnership
44	MWM Consulting
45	NGS Global
46	Norman Broadbent Executive Search
47	Odgers Berndston
48	PageGroup
49	Per Ardua
50	Perrett Laver
51	Ridgeway Partners
52	Russell Reynolds Associates
53	Sainty Hird & Partners
54	Sam Allen Associates
55	Sapphire Partners
56	Selint International
57	Savannah Group
58	Society
59	Spencer Stuart
60	Stonehaven
61	Taylor Bennett
62	Ten2Two
63	The Good Board
64	The Inzito Partnership
65	Thewlis Graham Associates
66	Trinity Search Group
67	Veredus
68	Warren Partners
69	Wickland Wescott