

CODE OF ETHICS

This Code of Ethics is a set of principles to provide guidelines in our professional conduct with our clients, colleagues and community.

As a member of the Australasian Association of Professional Organisers (AAPO) I agree to adopt the following code of conduct.



Australasian
Association of
Professional
Organisers Inc

Clients:

- I will provide to all people truthful and accurate information with respect to professional performance of duties and completion of contracts. When unable or unqualified to fulfil requests for services, I will make every effort to recommend the service of other appropriate organisers and/or other qualified professionals.
- I will keep confidential all client information, both business and personal, including that which may be revealed by other organisers. I will respect the confidential nature of the client's information, and will use proprietary client information only with the client's permission.
- I will decide independently and communicate to my client in advance my fees and expenses, and will charge fees and expenses which I deem reasonable, legitimate, and commensurate with my experience, the services I deliver, and the responsibility I accept.
- I will make a commitment to possess and increase the required knowledge, skills and training to be proficient and relevant in the provision of services.

Colleagues:

- I will seek to deal with other AAPO members, professional colleagues, suppliers and employees in a fair and equitable manner, and maintain the highest standards of personal conduct to bring credit to the organising profession.
- I will deal openly with those areas that may be deemed a conflict of interest.
- I will respect the intellectual property rights (materials, titles, and thematic creations) of my colleagues, and other firms and individuals, and will not use proprietary information or methodologies without permission.

Community:

- I will advertise my services in an honest manner and will represent the organising profession accurately.
- I will protect the public against fraud and unfair practices, and attempt to eliminate from AAPO all practices that bring discredit to the organising profession.
- I will strive for excellence in all aspects of the organising profession.