

## **Code of Professional Conduct**

### **Confidentiality**

A member will treat client information as confidential and will neither take personal advantage of privileged information gathered during an assignment, nor enable others to do so.

### **Unrealistic Expectations**

A member will refrain from encouraging unrealistic expectations or promising clients that benefits are certain from specific management consulting services.

### **Commissions / Financial Interests**

A member will neither accept commissions, remuneration, nor other benefits from a third party in connection with recommendations to a client without the client's knowledge and consent, nor fail to disclose any financial interest in goods or services which form part of such recommendations.

### **Assignments**

A member will accept only assignments which the member has the skills and knowledge to perform.

### **Conflicting Assignments**

A member will avoid acting simultaneously in potentially conflicting situations without informing all parties in advance that this is intended.

### **Conferring with Client**

A member will ensure that before accepting any engagement, a mutual understanding of the objectives, scope, workplan, and fee arrangements has been established, and that any personal, financial, or other interest which might influence the conduct of the work has been disclosed.

### **Recruiting**

A member will refrain from inviting an employee of a client to consider alternative employment without prior discussion with the client.

### **Approach**

A member will maintain a fully professional approach in all dealings with clients, the general public, and fellow members.

### **Other Management Consultants**

A member will ensure that other management consultants carrying out work on behalf of the member are conversant with and abide by this Code of Professional Conduct.