

## CODE OF PROFESSIONAL CONDUCT

### MEETING THE CLIENT'S REQUIREMENTS

- ❑ The Company shall regard the client's requirements and interests as paramount at all times.
- ❑ The Company will only accept work that it is qualified to perform and in which the client can be served effectively; the Company will not make any misleading claims and will provide references from other clients if requested.
- ❑ The Company shall agree formally with the client the scope, nature and deliverables of the services to be provided. Any subsequent revisions will be subject to prior discussion and agreement with the client.
- ❑ The Company will hold all information concerning the affairs of the clients in the strictest confidence and will not disclose proprietary information obtained during the course of assignments.
- ❑ The Company will make certain that advice, solutions and recommendations are based on thorough, impartial consideration and analysis of all available and pertinent facts and relevant experience and are realistic, practicable and clearly understood by the client.

### INTEGRITY, INDEPENDENCE, OBJECTIVITY

- ❑ The Company shall avoid any action or situation inconsistent with its professional obligations or which in any way might be seen to impair its integrity. In formulating advice and recommendations, the Company will be guided solely by its objective view of the client's best interests.
- ❑ The Company will disclose at the earliest opportunity any special relationships, circumstances or business interests which might influence or impair, or could be seen by the client or others to influence or impair its judgment or objectivity on a particular assignment.
- ❑ The Company shall not serve a client under circumstances which are inconsistent with its professional obligations or which in any way might be seen to impair its integrity; wherever a conflict or potential conflict of interest arises, the Company shall, as the circumstances require, either withdraw from the assignment, remove the source of conflict or disclose and obtain the agreement of the parties concerned to the performance or continuance of the agreement.
- ❑ The Company will advise the client of any significant reservations it may have about the client's expectation of benefits from an engagement.
- ❑ The Company will not indicate any short term benefits at the expense of the long-term welfare of the client without advising the client of the implications.

### RESPONSIBILITY TO THE PROFESSION

- ❑ The Company's conduct shall at all times endeavor to enhance the standing and public recognition of the profession.
- ❑ The Company will ensure that the knowledge and skills offered to clients are kept up to date.
- ❑ The Company shall have respect for the professional obligations and qualifications of all others with whom it works.



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