
Code of Ethics and Professional Conduct

This Code of Ethics and Professional Conduct is a set of principles and guidelines that each OOWA professional agrees to adopt for the exercise of judgement, honesty and best practices:

- 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 fulfill requests for services, I will make every effort to recommend the service of other qualified organizers and/or other qualified professionals.
- I will have empathy for the client, the project and the work by practising positive interpersonal and communication skills.
- I will respect the confidential nature of client information, and will use proprietary client information only with the client's permission.
- I will maintain an objective manner to promote and encourage the highest level of conduct and ethics within the industry. I will do, and encourage doing, the right thing.
- I will seek to deal with other OOWA 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 industry and my profession.
- I will deal openly with those areas that may be deemed a conflict of interest.
- I will protect the public against fraud and unfair practices, and attempt to eliminate from OOWA all practices that bring discredit to the industry and profession.
- 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.
- I will extend these same professional commitments to all those persons supervised or employed.
- I will strive for excellence in all aspects of the industry and my profession.

I _____, _____, acknowledge that
(Full Name) (Professional Designation)

I have read the above OOWA Code of Ethics and Professional Conduct, and do agree to abide by the above exemplary and professional behaviour.

Signature of OOWA Professional

Date
