

The Association of Career Professionals International

204 E Street, N.E. Washington, DC 20002 United States
Phone: +1 202-547-6377 Fax: +1 202-547-6348
e-mail: info@acpinternational.org Website: www.acpinternational.org

ACP International STANDARDS FOR ETHICAL PRACTICE

ACP International membership represents the highest professional standards in the career management profession. Please read the ACP International Standards for Ethical Practice (located below).

As a member of Association of Career Professionals International, I hereby pledge to uphold the ACP International Standards for Ethical Practice.

Signature

Date



Association of
Career **Professionals**
INTERNATIONAL

The World's Voice on Career Issues

Send Membership Application and Survey to:

ACP International World Headquarters
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Career **Professionals**
INTERNATIONAL

The World's Voice on Career Issues

At ACP International, you will find a global community of 2000+ Career Professionals in over 30 countries who are bound to a high standard of ethics and quality -- a universal level of excellence.

Here's just a few of the current services our members use:

- Regional chapter events featuring networking and learning opportunities.
- **Monthly World Wide Independents' Forums**, which target key business practices that are relevant to all our members
- An Electronic newsletter, ***Career Voice International***, that highlights industry news, trends, issues and resources
- Web site **Member Book Reviews** & Book Store
- Access to an independent **certification** program through **ICC International**
- Annual **international conference** rotating in venues around the world
- **Find an Expert** Section on our website, which allows you to promote your business and expertise within your own city and around the world.

"The most vital thing about ACP International, and what makes me most proud to be a member, is **the knowledge that I am practicing my services within a code of ethics** that protects both the client and me, and ever holds me to the highest and best practices in my field."

Marky Stein, Career Coach, C.J.S.T, C.C.C, United States

"I value the **genuine spirit of openness within the ACP International membership** - career practitioners from different countries, some independents, some not, some very experienced and respected people, some new to the profession - all are willing to support, share and learn from each other. **Such an environment truly nurtures professional development**, and, as a bonus, builds friendships!"

Claire Coldwell, Ad Astra Career Management Consultancy, United Kingdom

For more information about our organization and how you can join, visit us at www.acpinternational.org

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STANDARDS FOR ETHICAL PRACTICE PREAMBLE

Career management professionals work to assist in career management, choice, advancement and transition. This code applies to all career management consultants who are members of ACP International and extends to work done under organization as well as individually-based sponsorship.

STANDARDS

All members shall:

- Continuously improve their professional skills, competency and knowledge to provide the highest level of service to organizations and those counseled.
- Comply with all laws, statutes and regulations affecting business practices and relations.
- Provide full disclosure of any potential conflicts of interest in the course of their professional practice.
- Accept responsibility to report conflicts of interest to appropriate authorities (i.e. International and/or Local Ethics Committee Members).
- Clearly define the services to be provided, and ensure these services are within their knowledge and abilities. Consultants must recognize their boundaries of competence and provide only those services and use only those techniques for which they are qualified by training or experience.
- Be qualified to use the assessment instruments and adhere to published administration guidelines. Consultants should not release assessment results without *the individual's* permission.
- Maintain appropriate confidentiality. In circumstances where the consultant may undertake to report on general progress to the sponsoring organization, reports should not be provided without the candidate's prior knowledge, and any request from the *individual* to review the report before submission and/or exclude certain information must be respected.
- Take reasonable action to inform responsible authorities (i.e. International and/or Local Ethics Committee Members) when conditions indicate that there is a clear and imminent danger to the candidate or others. Ideally, this would be with the *individual's* knowledge or permission, but if necessary, without.
- In marketing services, advertise factually and neither claim nor imply professional services or qualifications exceeding those provided or possessed.
- Offer no payment to employees of sponsoring organizations for referrals, or accept rebates, allowances or inappropriate gifts.
- Understand that he/she is bound to withdraw from a consulting relationship, which is determined to be in violation of ethical standards.