

CODE OF PROFESSIONAL CONDUCT

Responsibility to Society

The Code of Professional Conduct promotes standards of behaviour for members of the Institute. It applies to the behaviour of members as they undertake their professional and personal responsibilities. The Code commits all members to act in the interests of the public at large. Any member who displays unprofessional conduct or violates any article of the Code of Professional Conduct shall be subject to disciplinary action.

- C101** Members shall comply with all articles in the Code of Professional Conduct.
- C102** Members shall not discriminate against any person for any reason.
- C103** The Code commits all members to the interest of the public at large.
- C104** Members shall not engage in any activity which they suspect to be unlawful or which would bring the integrity of the profession into disrepute.

Responsibility to the Bookkeeping Profession

- C201** Members shall adhere to all rules, regulations, policies and procedures and amendments thereto, as established by the Institute.
- C202** Members shall undertake their responsibilities in a manner which will promote the image of the Bookkeeping profession and of the Canadian Institute of Bookkeeping.
- C203** Members shall supply, in an honest manner, all information relating to membership, course registration and certification requirements.
- C204** Members shall maintain professional competence by continually developing their knowledge and skills in bookkeeping and related disciplines.
- C205** Members shall be considered to display professional misconduct by engaging in work that is performed in a negligent manner. Negligence involves the failure of a member to maintain the standards that would be maintained by a reasonable prudent CIB member in the same circumstances.

Responsibility to Employers / Clients

- C301** Members shall not divulge or make use of any information regarding the affairs of any client / employer or any former client / employer, unless required by law.
- C302** Members shall not use an employer's / client's confidential information to obtain a personal advantage.
- C303** Members shall act in the best interests of their employers, clients or interested third parties and avoid conflict of interest.
- C304** Members shall not be involved in communicating or withholding any information which the members know to be false or misleading.
- C305** Members, where applicable, shall provide to a client, in writing, the nature and scope of the service to be offered to the client.

Requirement of Continued Membership

Members can be terminated voluntarily by a member or involuntarily by CIB. Failure to adhere to the rules, regulations, administrative policies and Code of Professional Conduct may result in termination of membership.

The Diploma and trademarked designation, Certified Bookkeeper, are legally the property of CIB. Upon termination, you must refrain from claiming membership in CIB or using the CB designation for any purpose. The Diploma must be returned to CIB.

Continued claim of membership or use of the designation, Certified Bookkeeper, in any form or manner, would constitute a fraudulent action subject to legal remedies

I understand and agree to abide by the Requirement of Continued Membership.

Name Print

Signature

Date

(Retain a file copy)