

CODE OF PROFESSIONAL ETHICS FOR THE SECRETARY/ ADMINISTRATIVE PROFESSIONAL

- 1. Act both loyally and honestly in carrying out the lawful Rules and Regulations of the Association and not undermine its image or reputation.**
- 2. Maintain at all times the highest standards of personal integrity and conduct in the performance of her professional duties.**
- 3. Accept responsibility for her own work and that of her subordinates.**
- 4. Acquaint and familiarise herself constantly with new secretarial/administrative and management knowledge, skills and practices and will seek to promote an increase of competence and the understanding of the secretarial profession by encouraging the interchange of information.**
- 5. Promote effective communications within the organisation and where appropriate outside it.**
- 6. Respect the confidentiality of information which comes to her in the course of her duties and not use confidential information for personal gain or in a manner which may be detrimental to the organisation for which she works or has worked.**
- 7. Not make any public statements in her capacity as a professional without making clear, where appropriate, to all concerned about her qualification to make such statements and the capacity in which she so makes them.**
- 8. Take into account the needs and problems of her subordinates and set an example through effective leadership.**
- 9. Under no circumstances shall she belittle or injure the professional standing of any other member.**