

When applying for IOPO Membership, applicants are taken through our Code of Conduct. We ask that all Members agree to these guidelines to provide outstanding, fair & respectful services.

## Conduct within the Community

IOPO Members will:

- advertise services in an honest and accurate manner
- protect the public against unfair practices
- help to eliminate all practices that may bring discredit to the organising profession the industry & IOPO
- strive for excellence in all aspects of the industry

## Conduct with Clients

IOPO Members will:

- provide accurate and honest information regarding performance of duties and completion of contracts
- will refer to appropriate professional if not qualified or capable to perform the work
- keep all client information confidential unless expressly requested by that client to make the information public (happy testimonials!)
- communicate in advance fees and expenses and independently decide what those fees and expenses will be
- respect all legal and contractual obligation as set by state and federal laws

## Conduct with Colleagues

IOPO Members will:

- deal with their fellow IOPO members, employees, colleagues, and service suppliers in a fair and equitable manner
- maintain the highest standards of personal conduct, to bring credit to the organising profession
- deal openly with those areas that may be deemed a conflict of interest
- respect the intellectual property rights of others and not reproduce any information without the express permission of the owner
- have (limited) permission to the respectful use of the IOPO Membership logo on their business website and business card.
- Support and guide other IOPO members for the benefit and growth of the entire industry