



## Code of Ethics

### CLIENTS

- 1) We will serve our clients with integrity, competence and objectivity.
- 2) We will keep client information and engagement records confidential and will use proprietary client information only with the client's permission.
- 3) We will not take advantage of confidential client information for ourselves or our firm.
- 4) We will not use confidential information from one client to give a competitive advantage to another client who is a direct competitor without the first client's permission.

### ENGAGEMENTS

- 5) We will accept only those engagements that our experience and competence qualify us for.
- 6) We will assign staff to client engagements in accord with their experience, knowledge, and expertise.
- 7) We will immediately acknowledge any influences on our objectivity to our clients and will offer to withdraw from a consulting engagement when our objectivity or integrity may be impaired.

### FEES

- 8) We will agree in advance on the basis for our fees and expenses and will charge fees and expenses that are reasonable, legitimate, and commensurate with the services we deliver and the responsibility we accept.
- 9) We will disclose to our clients in advance any fees or commissions that we will receive for equipment, supplies or services we recommend to our clients.

### PROFESSION

- 10) We will respect the intellectual property rights of our clients, other consulting firms, and third parties and will not use proprietary information or methodologies without permission.
- 11) We will not advertise our services in a deceptive manner and will not misrepresent the consulting profession or our consulting firm.
- 12) We will report violations of this Code of Ethics.