

Standards of Integrity

International Association of Administrative Professionals (IAAP)

Preamble. IAAP members, chapters, divisions, affiliates, International Board and Headquarters Staff will exhibit the highest standards of integrity through core values; ethical representation; and, transparent demonstration of financial stewardship.

Members around the world will focus their skills, energy and commitment to excellence in support of IAAP by conducting business responsibly and in a manner that reflects favorably to the Association.

These Standards will also encompass full support for the Confidentiality and Conflict of Interest Statement and the IAAP Code of Conduct, with keen awareness of compliance with the law and always working from a position of trust.

IAAP Core Values*:

Integrity - We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards. We will conduct our professional activities in a manner that will reflect well upon the profession.

Respect - We create respect within our profession and association through listening, understanding and acknowledging member feedback. We will encourage the diversity of views, with compassion and respect for the rights of others to hold values, attitudes, and opinions that may differ from our own.

Adaptability - We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking. We will encourage others to operate outside of their comfort zones, facing ambiguity with a spirit of innovation and forward thinking.

Communication - We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships. It is readily accepted that information given and assessed must be based on truth, fairness and accountability. We will obey the law, perform in good faith, and seek fair outcomes.

Commitment - We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness. IAAP has a responsibility to the people it serves and shall not practice, condone, facilitate or collaborate in any form of discrimination on the basis of race, color, sex, sexual orientation, age, religion, language, disability or socioeconomic status.

*The IAAP Core Values noted in bold type are those approved by the International Board of Directors on November 1, 2008.

Ethical Business Conduct for IAAP Members

Trust

IAAP members shall:

- Maintain truthfulness and honesty, not compromising either of these for advancement, honor or personal gain.
- Encourage open communication, creativity and dedication.
- Live and work by the highest ideals by establishing, practicing and promoting professional standards.
- Share knowledge.
- Be loyal to your employer and to the ideals of confidentiality, respecting and protecting privileged information.
- Stimulate and maintain an environment of transparency.

Behavior

IAAP members shall:

- Establish procedures that promote ethical behavior and hold employees, members and others accountable for their conduct.
- Recognize our behaviors and how we affect those around us.
- Respect each other, our leaders and our members through our actions and the quality of our work.
- Zealously guard against conflict of interest or its appearance.
- Ensure that others receive credit for their work and contributions.
- Take responsibility for our own errors.
- Exemplify loyalty and conscientiousness.
- Maintain dignity and poise under all circumstances.

Ethical Business Conduct of Those Who Represent and Govern IAAP. The International Board of Directors, Executive Director and Headquarters Staff shall act in the best interest of the association and not in their own interest or in that of another organization; and act as reasonable and prudent. They shall maintain the confidentiality of information entrusted to them from whatever source, except when disclosure is authorized or legally mandated. They shall not use confidential information for personal benefit or to benefit persons or entities outside the association. Any known or potential conflicts of interest shall be openly communicated before considering any business transactions on behalf of IAAP.

03.08.09