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**POLICY CATEGORY: 4. DAILY OPERATIONS**

**POLICY TYPE: 4.A. OPERATIONS AND EVALUATION**

**POLICY TITLE: 4.A.5. Consultant Collaborative Code of Conduct**

*Recommended by Consultant Collab Leadership Team &* Approved by Board of Directors – 1/30/24

Together SC Consultant Collaborative members aspire and commit to the following standards:

**General Integrity**

*We agree to:*

* be responsible, transparent, honest, and accountable for all our actions in order to safeguard the public trust with integrity;
* adhere to all applicable laws and regulations and avoid the appearance of any professional misconduct;
* encourage colleagues to embrace and practice these ethical principles and standards.

**Client Engagement**

*We agree to:*

* establish, maintain, and develop client relationships based on mutual confidence and trust;
* recognize our consultancy’s boundaries of professional competence, referring to qualified colleagues where beneficial to the client;
* ensure that all marketing and promotional materials accurately and correctly reflect the work, experiences, and expertise of the consultant practice;
* establish the nature and purpose of any contractual relationship at the outset and be responsive and available to parties before, during, and after any services and/or sale of materials;
* obtain explicit client consent before altering any conditions of contractual agreements;
* honor the intellectual property rights of other parties; be accountable for achieving the objectives, projects, and tasks that we undertake to deliver;
* protect the confidentiality of all privileged information relating to the provider/client relationships;
* avoid and/or effectively disclose all potential and actual conflicts of interest;
* avoid untruthful and disparaging communication regarding clients or competitors/colleagues.

**Professional Reflection**

*We agree to:*

* inspire others through our sense of dedication and high purpose;
* foster and champion diversity, equity, and inclusion in our work, and treat all people with dignity and respect;
* continually work to improve our own professional knowledge and skills, so that our performance will better serve others;
* affirm, through personal giving and volunteer service, a commitment to philanthropy and community well-being;
* treat our employees with respect, fairness, and good faith, and provide conditions of employment that safeguard their rights and welfare;