

# Code of Ethics



## Intent

Cajebi Consulting provides the “Code of Ethics” to all members of the Cajebi Consulting “Collective”.

It is a reflection of the obligation, that Cajebi Consulting has as a professional services organisation, to inform and guide its ethical position as well as providing a basis for resolving ethical dilemmas.

The Code of Ethics operating within the values of Cajebi Consulting. It is a statement about the environment in which any contractor, associate, partner or collective member operates, with an expectation of understanding and focusing on the same philosophies and practices whilst associated with the Collective.

**The Code of Ethics is not a contract but a basis for understanding the Cajebi Consulting environment. It is a statement of intent not a rule to be administered.**

The Code of Ethics assists the separation of personal values from professional ethics which in turn gives guidance to the difficult choices that may occur when ethical dilemmas arise.

## Ethical Approach

The Code of Ethics refers to how professionals are supposed to approach problems, the ethical principles based on values and the standards to which contractor, associate, partner or collective member are accountable to each other.

The key components of the Code of Ethics are:

### *Integrity*

- To inform clients that confidentiality is an underlying tenet
- To not discriminate based on race, religion, gender, sexual preference, age, marital status, disability, beliefs or socioeconomic status
- To provide sound judgements, honesty and transparency for all interactions
- To provide fair service delivery to clients
- To work for the benefit of clients
- To comply with state and federal laws relevant to relevant professional standards

### *Professionalism*

- To provide services that are not influenced by our personal opinions and interest
- To demonstrate professionalism through our dress code, manner of speech and actions

### *Respect*

- To respect ourselves in order to provide the highest standard of respect to our clients
- To demonstrate empathy that is genuine and appropriate

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## *Best Practice Standards*

- To share knowledge amongst collective members
- To commit to appropriate training and development, as opportunities arise
- To provide clear and timely communication with clients and other stakeholders

## *Professional Competence*

- To ensure written agreement is sought for relevant services provided to clients
- To provide clients with accurate and timely information (verbally and in writing)
- To maintain appropriate documentation that meets professional and ethical standards

## *Conflict of Interest*

- To ensure intellectual property of Collective members is respected and appropriately applied (where approved, agreed, and if suitable - managed by the specific Collective member), as part of a solution to a client
- To not mislead or provide inaccurate information to promote a solution, a product or a service offered
- To not accept private financial benefits (including tips, commissions, or other rewards)

## *Professional Reputation*

- To avoid behaviours that would bring the reputation of Cajebi Consulting into disrepute
- To ensure commitments made implicitly or explicitly are fulfilled
- To publicly support the skills, capabilities and reputation and services of Collective members

## *Mental Well-Being*

- To recognise zero tolerance of bullying, whether that be a client, contractor, associate, partner or Collective member
- To providing a workplace/environment of acceptance and recognition for the capability of Collective members
- To continuously apply admirable behaviours and respectfulness in all interactions