

The AIPF Standards of Ethical Conduct



As a member of AIPF:

1. I will conduct myself in a professional manner that reflects positively upon AIPF.
2. I will not knowingly make any statements that are untrue or misleading in any learning and development situation.
3. I will at all times endeavour to recognise personal issues that may impair, conflict or interfere with my facilitation performance or my professional relationships.
4. I will not use any training materials provided by the client for any other purposes, unless I have written permission from the client or AIPF.
5. I will not use the AIPF's client or facilitator contact information (email addresses, telephone numbers, etc.) unless authorised by the AIPF.

Professional Conduct with Clients

6. I will not become involved with any of my clients unprofessionally.
7. I will honour all agreements made with AIPF in relation to client deliverables and service standards.
8. I will not intentionally mislead or make false claims about what my client will receive from the training event or from me as a trainer/facilitator/coach.
9. I will not give to any AIPF client information or advice I know or believe to be misleading.
10. I will not knowingly exploit any aspect of the client relationship for my personal, professional or monetary advantage or benefit.
11. I will respect the confidentiality of my client's business and will not disclose any information pertaining to their business unless authorised by the client.

Conflicts of Interest with AIPF or clients

12. If an actual conflict of interest or the potential for a conflict of interest arises, I will openly discuss the matter with the AIPF to determine the best course of action for AIPF, the client and myself.

I agree to comply with AIPF's Code of Ethical Conduct and acknowledge any breach may include loss of my AIPF membership.

Signature:

Name: _____

Date: _____