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# Code of Ethics

The Code of Ethics outlines the ethical behaviors expected of all ONTRAPORT Certified Consultants and failure to adhere to the requirements of the code are grounds for decertification by ONTRAPORT.

All ONTRAPORT Certified Consultants shall adhere to the following:

1. Embody the ONTRAPORT values. Be accountable and responsible for professional actions and behaviors.
2. Deliver safe and competent services with objective and independent professional judgment in decision-making.
3. Recognize the limitations of their professional ability and provide services only when qualified. The Certified Consultant is responsible for determining the limits of his/her own professional abilities based on qualifications, education, knowledge, skills, practice experience, and other relevant considerations.
4. Act in a manner that is consistent with high standards of professional conduct, and will not compromise professional judgment or the obligation to deal fairly with customers, employers, and other professionals.
5. Make a reasonable effort to provide appropriate professional referrals when unable to provide competent professional assistance.
6. Maintain and respect the confidentiality of sensitive information obtained in the course of professional activities unless: the information is reasonably understood to pertain to unlawful activity; a court or governmental agency lawfully directs the release of the information; the client or the employer expressly authorizes the release of specific information; or, the failure to release such information would likely result in death or serious physical harm to employees and/or the public.
7. Properly use professional credentials and provide truthful and accurate representations concerning education, experience, qualifications, competency and the performance of services.
8. Provide truthful and accurate representations to the public in advertising, public statements, and other representations, concerning products, services and expected results.

9. Recognize and respect the intellectual property rights of others and act in an accurate, complete, and truthful manner, including activities related to professional work and research.
10. Be open to the continuing process of enhancing professional qualifications, training, experience and skills.

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SIGNATURE

DATE

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NAME (PRINT)