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## Statement of Ethical Principles + Professional Conduct

By applying for membership in The Canadian Association of Professional Access and Privacy Administrators (CAPAPA), I hereby voluntarily agree and commit to abide by all requirements of this Code of Ethical Principles and Professional Conduct.

1. I shall conduct myself in a manner that supports the Mission of CAPAPA:  
To advocate the ongoing professional development, education, and expertise in the field of information access and protection of privacy in Canada.
2. I shall conduct myself in a manner that supports the Objectives of CAPAPA:
  - (a) To coordinate and support the development of standards and best practices to establish benchmarks of excellence and accreditation for the information access and protection of privacy profession in Canada.
  - (b) To communicate educational material and awareness of initiatives to help individuals improve their knowledge of information access and protection of privacy.
  - (c) To provide a forum for discussion and debate of past, present and emerging issues that affect information access and protection of privacy.
  - (d) To offer networking, professional development, and other career enhancement opportunities to Members.
3. I shall contribute to the development of the Information Privacy and Access profession, through practice, research, teaching, administration or advocating on behalf of the profession.
4. I shall maintain competence in carrying out professional responsibilities and provide services in an honest, fair, unbiased, and diligent manner.
5. I shall only accept engagements or assignments that are within the limits of my knowledge, experience and skill, and for which I have a reasonable expectation of completing with professional competence, integrity and objectivity, and in a timely manner.
6. I shall act with integrity, fairness and impartiality, and shall not take credit for work or achievements of others; will reject any business practice that is improper, dishonest, illegal, or unethical; not engage in, condone, or assist others in any illegal or dishonest behavior, including theft, fraud, corruption, collusion, embezzlement, or bribery, or in conduct that results in physical harm or creates or fosters an environment of fear, humiliation, manipulation, or exploitation of another person. I will not take or abuse the property of others, including intellectual property. I will not engage in, condone, or countenance slander or libel.

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7. I shall avoid any behaviors that might bring the Privacy and Access Profession into disrepute, and I shall avoid compromising professional responsibility or personal integrity by seeking assistance and/or recommend the service of other qualified organizers and/or other qualified professionals when requested to provide services beyond my level of competence.
  8. I will resist any influence, interference or request that could undermine or compromise my professional integrity or values.
  9. I shall comply with the Terms and Conditions applicable to members of The Canadian Association of Professional Access and Privacy Administrators (CAPAPA).
  10. I shall hold all information that becomes known to me in the course of my work as confidential, except where disclosure is made with the consent of my employer/client or is required or permitted by law, or if I become aware of illegal activity in which case I shall report the illegal activity to appropriate law enforcement authorities. Disclosure of confidential information may be required by the CAPAPA Board of Directors for it to properly exercise its duties or responsibilities.
  11. I shall avoid or, where unavoidable, disclose all actual and potential conflicts of interest that might influence or might be perceived to influence my personal actions, objectivity or judgments.
  12. I shall support, promote and apply the principles of human rights, equity, dignity and respect in the workplace, within the profession, and in society as a whole.
  13. I shall adhere to any statutory acts, regulations or bylaws which relate to the field of information access and protection of privacy, as well as all civil and criminal laws, regulations and statutes.
  14. I shall avoid engaging in or condoning any activity or attempting to circumvent the clear intention of the law.
  15. I shall improve my professional competence by continually striving to increase my proficiency through relevant and meaningful continuing education and experience and by engaging in activities that enhance knowledge, skills, training and competencies, and the credibility and value of the profession, and which foster the kinds of professional standards that merit the public's trust.
  16. CAPAPA has the discretion to refuse or revoke the membership of any person in appropriate circumstances or as set out in the CAPAPA bylaws.
  17. I agree that I shall be subject to and abide by the disciplinary procedures and sanctions set out by the CAPAPA Board of Directors.

Applicant Name: \_\_\_\_\_

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Signature of Applicant Signature du requérant:

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Date (DD-MMM-YYYY)