

IMC JORDAN – CODE of PROFESSIONAL ETHICS DECLARATION

I,, member of the Institute of Management Consultants and Trainers in Jordan (IMC Jordan), hereby declare that I commit myself to the following Professional Code of Ethics (Code):

1. General Behavior Expectations:

- a.** I will not engage in any criminal activity, and will comply with Jordan's prevailing laws, regulations, and the policies and procedures applicable in IMC Jordan.
- b.** I will not engage in any activity that may negatively impact the reputation of IMC Jordan.
- c.** I will respect and protect any information identified as confidential, throughout my membership, and anytime thereafter.
- d.** I will refrain myself from engaging with any volunteering activity outside IMC Jordan if such activity will conflict with my membership. Should any conflict of interest arise, I will promptly & fully disclose such incident to IMC Jordan Chairman / Board Secretary.

2. Dealing with Clients

a. Confidentiality

I will respect and protect any information that I have obtained from my clients during the course of the engagement, and I will refrain from using such confidential information to further a Private Interest (interest of a closely associated person e.g. another client).

b. Servicing Clients

I undertake to serve my clients with integrity, competence, objectivity and transparency.

c. Recruiting

I will refrain from recruiting any of my clients' employees, or assist them in getting employment elsewhere, without the prior consent of my clients.

3. Principles of Management

3.1 Qualifications

I will not engage in any consulting assignment unless I am equipped with the appropriate qualifications, experience and competences for such assignment.

3.2 Contracts

I will ensure that the objectives, scope of work, work plan, deliverables, professional fees and payment arrangements have been well understood by the client, and adequately addressed in the contract.

3.3 Expectations

I will refrain from encouraging/ raising unrealistic expectations of my clients, or guarantee specific results that might arise from my management consulting services.

3.4 Objectivity

I will immediately notify my clients of any factors that might influence my objectivity or integrity, and I will propose to withdraw from a consulting assignment, if they are impaired.

3.5 Coordination with Others

If I am approached by a client to engage in a consulting assignment, and it has come to my knowledge that another management consulting firm or individual is working with that client, I will seek prior consultation with the other management consulting firm to ensure that no conflict will arise among the concerned parties.

4. Conducting Consulting Assignments

4.1 Quality

I will endeavor to conduct any consulting assignment with professionalism and high quality that commensurate with my specialization, experience, expertise and gained knowledge.

4.2 Implementation Guidance (IG)

I undertake to assist my clients in successfully implementing the proposed solutions, and I will educate and guide their employees regarding the principles, techniques and methodologies adopted in conducting the assignment.

4.3 Documentation

I will carefully document and pursue all reports submitted to my clients in order to maintain continuity and understanding of any potential problems involving the delivered solutions.

4.4 Review of other Consulting Firms Work

I will refrain from passing any judgment on the competency or performance of consulting firm or individual if I am requested to review the work done by such consulting firm or individual.

5. Fees

5.1 Fees

I undertake to charge my clients reasonable fees that are commensurate with the services I deliver, the responsibility I shoulder, and the time I spend.

5.2 Commissions

I will reject any commissions, fees or remuneration from third parties in connection with any recommendation to a client involving purchase of equipment, materials or services as a result of our consulting assignment.

6. Profession

6.1 Advertising the Services

I will not advertise our services in a deceptive or exaggerated manner or in any other way that may impair the integrity of the profession of management consulting.

6.2 Property Rights

I will protect the intellectual property rights of my clients, other consulting firms and individuals, and will not use their proprietary information or methodologies without their permission.

6.3 Professionalism

I will maintain a fully professional standard and rapport in my dealings with clients, the public and fellow consultants.

6.4 Cooperation and Professional Development

I will endeavor to assist my fellow consultants in developing their capabilities, and support them in practicing the Professional Code of Ethics, and cooperate with them in a constructive manner. Also, I will strive for our professional development by continually improving my knowledge, skills and techniques, and exert efforts for the advancement of the management consulting profession.

Date:

Signature: