

## **IPMA® PM Consultant Code of Professional Conduct**

### **Introduction**

This Code of Professional Conduct is to be used as a guide by all PM Consultant certification candidates and certificate holders under the IPMA® scheme and to express the basic tenets of ethical and professional conduct.

This code serves a number of functions including;

- To set the standard for the conduct of the Project Management Consultants (PMC) and Programme and Portfolio Management Consultants (PPMC). This is to complement their achievement of their competence in the profession of PM Consultancy.
- To provide confidence to clients that their consultant will behavior in an ethical manner.
- To act as a guide to the PMC and PPMC professionals when they are executing their assignments.

This code is designed to capture the spirit of ethical nature of the professional conduct. It is not written as a set of tightly defined rules covering all scenarios a PM Consultant could encounter, with each rule to be obeyed to the letter. As such, the PM Consultant should obey not only the items detailed in the code, but also the spirit in which they are written. Where lower levels “rules” are included these are here to give specific guidance and / or assurance to stakeholders.

Where the PM Consultant encounters a dilemma and considers that any of the rules in the code conflict with each other the PM Consultant should decide which has the higher preference and take the appropriate action ensuring that they can clearly articulate their reasons for the course of action.

The code is divided into sections to show to whom the duties are owed, this structure is used to make the code easier to read, and does not imply that these duties do not apply to others.

### **Code of Professional Conduct**

#### **General**

- To obey the laws of all countries in which they operate.
- To ensure that they have knowledge and understanding of relevant legislation, regulations and standards and comply with such requirements.

### Duties towards the Client

- To act in the best interests of the client; both as stated and implied.
- To be honest in all dealings with the client and other stakeholders.
- To execute all assignments as efficiently as possible.
- To declare to the client any matter which could be considered a conflict of interest before the assignment is accepted.
- To declare to the client any matter which could be considered a conflict of interest that arises during the execution of the assignment and to manage this appropriately.
- To respect the confidentiality of all information gained during the assignment.
- Not to use any information gained in the execution of the assignment for commercial or political gain that will, or may have a negative impact on the client. This applies before, during and after the assignment.
- To bring all issues (with proposals to address them) to the attention of the client.
- To accept responsibility for their actions.
- To act with due competence, skill, care and diligence.

### Duties towards Society

- To respect the integrity and moral rights of all stakeholders
- To respect all intellectual property rights.
- To have due regard to public health, safety and the environment.

### Duties of the Consultant

- To not accept any assignment which they feel they are not qualified to execute.
- To maintain their knowledge in project management and PM consultancy through continuing professional development.
- To address any alleged breaches of this code by correcting the conduct, or by bringing it to the attention of the relevant person or authority.