



Executive & Personal Assistants Association

EPAA Code of Professional Conduct

CODE OF PROFESSIONAL CONDUCT

As with most leading professional bodies the Executive & Personal Assistants Association (EPAA) provides a 'Code of Professional Conduct', which all members must adhere to. The code is binding throughout their membership of EPAA.

The Code sets out professional standards required by all members, providing guidance whilst maintaining and raising the level of trust and confidence of the general public in the Executive and Personal Assistant Profession.

Professional Standards:

EPAA Members have a responsibility to promote the profession in the best possible manner at all times and must;

1. Act honestly and conduct themselves in a manner that upholds the reputation of 'EPAA' and the Executive and Personal Assistant profession more widely;
2. Uphold the best interests and overall purpose of the Association aims and values at all times;
3. Act with integrity and respect towards other EPAA members, your employers, colleagues and members of the general public;
4. Ensure that professional skills are kept up to date and enhanced by learning, training and education, via EPAA or other suitable providers;
5. Be fully compliant with any regulations or law changes that have a potential impact on the Executive and Personal Assistant profession;
6. Not claim or give the impression that they are representing the official views of 'EPAA' if making public their personal opinions on any subject matter (including social media platforms), unless they have been expressly authorised to do so in writing by the CEO and/or the National Advisory Board of EPAA;
7. Seek to eliminate discrimination and promote inclusion and equality of opportunity for all. Members must not discriminate against any individual or group on the grounds of race, ethnic origin, nationality, religion, cultural background, sex, domestic circumstances, disability, illness, age or sexual orientation;
8. Report breaches of this code to the CEO of EPAA; and
9. Notify the CEO or National Advisory Board of EPAA if convicted of any criminal offence.

Breaches of our Code

In the event of this code being breached by a member/s, the matter will be referred to the National Advisory Board of EPAA. Dependent upon the situation in question, member/s could face sanctions, which may include expulsion from the Association, if the National Advisory determines that she or he has breached this code.

EPAA reserves the right to update the 'Code of Professional Conduct' at any time. Any updates to this code will be communicated to the membership and updated on our website accordingly.