



Indian Association of Secretaries and Administrative Professionals

WEST BENGAL CHAPTER

Website: <http://www.iasapindia.com/WestBengal/>

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CODE OF PROFESSIONAL ETHICS FOR THE SECRETARY / ADMINISTRATIVE PROFESSIONAL

1. Act both loyally and honestly in carrying out the lawful Rules and Regulations of the Association and not undermine its image or reputation.
2. Maintain at all times the highest standards of personal integrity and conduct in the performance of her professional duties.
3. Accept responsibility for her work and that of her subordinates.
4. Acquaint and familiarise herself constantly with new secretarial/administrative and management knowledge, skills and practices and will seek to promote an increase of competence and the understanding of the secretarial profession by encouraging the interchange of information.
5. Promote effective communications within the organisation and where appropriate outside it.
6. Respect the confidentiality of information which comes to her in the course of her duties and not use confidential information for personal gain or in a manner which may be detrimental to the organisation for which she works or has worked.
7. Not make any public statements in her capacity as a professional without making clear, where appropriate, to all concerned about her qualification to make such statements and the capacity in which she so makes them.
8. Take into account the needs and problems of her subordinates and set an example through effective leadership.
9. Under no circumstances shall she belittle or injure the professional standing of any other member.

Termination of Membership: Reference Point No. 9 of MOA

Any Member violating or refusing to comply with any of the IASAP Rules and Regulations herein laid down, or that may be adopted and/or incorporated in the future, violating the Code of Conduct or utilizing funds from IASAP Accounts, without prior approval/proper sanction of the existing Governing Council, misusing IASAP property, retaining IASAP property/articles and assets after her tenure on the Governing Council/Managing Committee for personal use, will have her membership terminated in addition to other legal action being initiated as advised. Such a person shall cease to be an IASAP Member if the Governing Council/Managing Committee, by a majority of not less than three-fourths of the Governing Council/Managing Committee Members present and voting at the meeting, resolve that the person's membership is prejudicial to the interests of IASAP, for whatsoever reason.

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