This table provides a broad statement of factors that a member institute of ICMCI could consider when developing and reviewing its own Code of Conduct. It is not a regulatory document nor is its content meant to be exhaustive.

### ICMCI Factors for consideration in a member Institute’s Code of Conduct

#### 1 Serving the interests of Clients

1.1 Engaging in projects only that are in the best interests of the client and avoiding the encouragement of unrealistic client expectations

1.2 Ensuring that the scope, deliverables, timings and costs of consulting support are clear and agreed before starting work

1.3 Carrying out assignments effectively and with due care

1.4 Maintaining communication with the client and keeping the client adequately informed on assignment progress

1.5 Providing sound advice and guidance to clients

1.6 Refraining from inviting client’s employees to consider alternative employment with them without the client’s express permission

#### 2 Transparency of representation

2.1 Being open and honest about qualifications, skills and experience, and only accepting work which they are competent to perform

2.2 Declaring to the client any factors that may affect their independence or objectivity - such as commission payments or other remuneration from a third party in connection with recommendations to the client, or financial interest in any goods or services which form part of those recommendations

2.3 Identifying and disclosing to the client any conflicts of interest and resolving these with the client

2.4 Specifying and agreeing with the client any work to be sub-contracted and ensuring that sub-contracted consultants abide by the same code of conduct as the consultant

#### 3 Professional behaviour

3.1 Treating client information as confidential and respecting the confidentiality of information from any source

3.2 Neither taking personal advantage from privileged information gathered during an assignment, nor enabling others to do so

3.3 Acting with courtesy and respect to clients, employees and professional colleagues

3.4 Assuring that personal conduct does not call into question whether the consultant is a fit and proper person to carry on the profession of management consulting

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