

# **Ethics of Professionalism**

## **Honesty**

As a professional, do not mislead or lie to your clients or those you work with for your own personal advantage. However, do not mistake this for being indiscriminate with what information you reveal. Experience teaches the professional where shrewd judgment ends and dishonesty begins.

## **Keeping Promises**

Honor promises you have made, whether verbally or in writing. If you have a contract, fulfil it. As well as comprising your moral character, breaking promises gains you a poor reputation. Word spreads, and ultimately you will reap negative consequences in your career.

## **Maintaining Standards**

Set a standard and stick to it, for both the little things and the larger things. Standards include giving your best in every task, dressing appropriately for meetings and adopting a professional tone when speaking with clients.

## **Respect**

Respect works both ways. If you expect others to respect your role as a professional, show respect for others in your field and professionals in other areas. Ways to respect others include making fair payments for services, publicly acknowledging other contributions and treating them as you would like to be treated.