

**CODES OF  
CONDUCT & PROFESSIONAL PRACTICE,  
ETHICS  
CONTINUING PROFESSIONAL DEVELOPMENT.**



## **INTRODUCTION**

1. The purpose of the Codes detailed in this document is to provide a set of guiding principles for members of the Association of Business Psychologists (ABP).
  - 1.1. The approach of guiding principles rather than prescriptive rules is taken to allow members of the ABP to practice in a professional and ethical way across the breadth of areas that they represent.
  - 1.2. Members should adhere to any other professional Codes to which they are subject and if any conflict should arise, they are to make their own best judgement as to the relevant Code to apply.

## **Definition**

2. A Professional Member of the ABP is a person who can justify a claim to professional competence, can bring value to society and clients, and who accepts the responsibility and duties associated with the practice of Business Psychology including:
  - 2.1. achieving and maintaining high levels of professional competence.
  - 2.2. honouring the trust placed in them by clients, colleagues and society.

In addition to these definitions, a member of the ABP will discharge their professional duties by:

- 2.3. the application of expert knowledge and skill.
- 2.4. recognising and honouring the integrity and rights of individuals.
- 2.5. exercising the values of honesty, loyalty, objectivity, confidentiality and fairness.
- 2.6. contributing to the development of the ABP in achieving its aims.

## **CODE OF CONDUCT**

3. Members of the ABP shall at all times when engaged in the practice of Business Psychology uphold the standing and reputation of fellow Business Psychologists and shall:
  - 3.1. have due regard to the legal and legislative constraints and duties to which they are subject.
  - 3.2. make no false claim regarding their capabilities, competence or qualifications.
  - 3.3. operate on the basis of 'informed consent' in dealing with individuals and clients (if an organisation).
  - 3.4. not abuse or misuse any authority, power or position arising.
  - 3.5. follow extant, and any updated, guidelines as laid down by the ABP Management Board (MB).
  - 3.6. be under a duty to the ABP MB, or designated agents, to provide information on request to review any alleged breach of the Codes.

### **Guide to Professional Practice.**

- 3.7 The professional ABP member should:
- 3.7.1 pursue competence in all their professional activities.
  - 3.7.2 maintain personal and professional integrity at all times.
  - 3.7.3 maintain adequate records for the requisite time of their practice of the profession.
  - 3.7.4 maintain appropriate safeguards for confidential information at all times.
  - 3.7.5 declare any personal matters which would lead to a conflict of interests in pursuing their duties.
  - 3.7.6 be aware of, and be able to state, the responsibilities, authorities and accountabilities under which they are operating.
  - 3.7.7 be clear on, and be able to state, the methods of review and evaluation under which they are operating.
  - 3.7.8 safeguard the health, well-being and integrity of colleagues and clients at all times.
  - 3.7.9 encourage and assist others to develop their potential.
  - 3.7.10 be in possession of, or have client-provided cover for, appropriate professional indemnity insurance for the professional practice in which they are engaged.
  - 3.7.11 identify and resolve any issues in their professional practice that could bring themselves or the ABP into disrepute.
  - 3.7.12 promote the good standing of the ABP through their actions, and seek to actively contribute to its development and growth.
  - 3.7.13 maintain a concern for quality and timeliness in all matters pertaining to their professional practice.

### **CODE OF ETHICS**

4. Members of the ABP at all times when engaged in practice shall:
- 4.1 give every possible consideration to the to the psychological and physical well-being of individuals.
  - 4.2 not seek nor cause a client to be exploited, abused or embarrassed.
  - 4.3 deliver the same standard of service whether it be paid, voluntary or a function of membership of an organisation .
  - 4.4 make clear and explicit the terms of business under which the service is to be delivered prior to commencement .
  - 4.5 use best endeavours to honour all undertakings entered into in a timely fashion..

- 4.6 maintain a dialogue with the client regarding the relevance, utility and value of the service to their needs.
- 4.7 refrain from stating or implying, in advertising, marketing or personal communication, that their services are sponsored or validated by the ABP beyond the scope of their individual professional membership of the ABP.
- 4.8 act within the spirit of the ABP Codes and in areas of doubt seek clarification and guidance from peers, or the ABP MB.

#### **CODE OF CONTINUING PROFESSIONAL DEVELOPMENT**

- 5. Members of the ABP at all times when engaged in practice should:
  - 5.1 continue to develop their knowledge, skills and competencies to the benefit of themselves, their clients and the discipline of Business Psychology:
  - 5.2 seek peer supervision, dialogue and review as their practice evolves to develop new skills with appropriate support.
  - 5.3 be willing to offer supervision, dialogue and review to other members of the ABP .
  - 5.4 maintain appropriate records of their CPD activities to enable a self-review of the area on an annual basis.
  - 5.5 achieve and maintain appropriate professional qualifications relevant to any specific areas of Business Psychology.