

Code of Ethics

The Code of Ethics is a set of principles to provide guidelines in our professional conduct with our clients, colleagues, and community. As a member of Tucson Professional Organizers (TPRO), I pledge to exercise judgment, self-restraint, and conscience in my conduct in order to establish and maintain public confidence in the integrity of TPRO members and to preserve and encourage fair and equitable practices among all who are engaged in the profession of organizing.

Clients

Working Relationships

- I will serve my clients with integrity, competence, and objectivity, and will treat them with respect and courtesy.
- I will offer services in those areas in which I am qualified and will accurately represent those qualifications in both verbal and written communications.
- When unable to or unqualified to fulfill requests for services, I will make every effort to recommend the services of other qualified organizers and/or other qualified professionals.
- I will advertise my services in an honest manner and will represent the organizing profession accurately.

Confidentiality and Conflict of Interest

- I will keep confidential all client information, both business and personal, including that which may be revealed by other organizers.
- I will use proprietary client information only with the client's permission.
- I will keep client information confidential and not use it to benefit myself or my firm, or reveal this information to others.

Fees

- I will decide independently and communicate to my client in advance my fees and expenses, and will charge fees and expenses which I deem reasonable, legitimate, and commensurate with my experience, the services I deliver and the responsibility I accept.
- I will make recommendations for products and services with my client's best interest in mind.

Colleagues

- I will seek and maintain an equitable, honorable, and cooperative association with other TPRO members and will treat them with respect and courtesy.
- I will respect the intellectual property rights (materials, titles, and thematic creations) of my colleagues and other firms and individuals, and will not use proprietary information or methodologies without permission.
- I will act and speak on a high professional level so as to not bring discredit to the organizing profession.

We as members of Tucson Professional Organizers follow the guidelines of the TPRO Code of Ethics.