

Code of Ethics for Consultant Terry H. Hill

Purpose

To communicate the integrity, objectivity, confidentiality, trust, and professionalism expected of consultants, as well as, to provide a means for consultants to pledge their commitment to these principles.

Clients

- 1. I will serve my clients with integrity, competence, and objectivity; And, I will use a professional approach at all times, placing the client's best interests above all others.*
- 2. I will treat client information that is not public knowledge as confidential and take reasonable steps to prevent its access by unauthorized persons.*
- 3. I will keep the client informed of the project status and not knowingly misrepresent the facts; And, I will share this information even if it is unfavorable and may jeopardize the assignment.*

Engagements

- 4. I will only accept assignments for which I am qualified by my competence and experience; And, I will only assign staff or engage colleagues with the requisite knowledge and expertise.*
- 5. I will ensure the objectives, scope, work plan, and fee arrangements have been established and agreed to by the client before accepting an assignment.*
- 6. I will avoid conflicts of interest and disclose any situations that may influence my objectivity; And, I will offer to withdraw from an assignment if my objectivity should become impaired.*

Fees

- 7. I will agree in advance with a client on the basis for my fees and expenses; And, I will charge fees and expenses that are reasonable, legitimate, and commensurate with the responsibilities accepted and the services delivered.*
- 8. I will disclose to clients any fees or commissions that I may receive for recommended goods or services, as well as, any financial interests in those goods or services.*

Profession

- 9. I will respect the intellectual property rights of my clients and other consultants; And, I will not take advantage of proprietary or privileged information, either for use by myself or others, without permission.*
- 10. I will not advertise or promote my consulting services deceptively; And, I will not misrepresent or denigrate other consultants or consulting firms.*
- 11. I will use properly licensed software on my computer and distribute documents that comply with copyright laws; And, I will not knowingly participate in activities that violate legal statutes or regulations.*

I agree to adhere to this Code of Ethics and pledge my commitment to uphold its principles.

Signed by: *Terry H. Hill*

Printed Name: Terry H. Hill

Date: January 2, 2023