



Code of Ethics

This code of ethics is a set of principles to provide guidelines for professional conduct with clients, colleagues and members of the community.

As a member of the Maryland Association of Professional Organizers, I pledge to exercise ethical judgment, self-restraint and good conscience in my conduct in order to establish and maintain public confidence in the integrity of MAPO members and to preserve and encourage fair and equitable practices among all who are engaged in the profession of organizing.

Clients

1. I will serve my clients with integrity, competence and objectivity and will treat them with respect and courtesy.
2. I will offer services in those areas in which I am qualified and will accurately represent those qualifications in both verbal and written communications.
3. When unable 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.
4. I will advertise my services in an honest manner and will represent the organizing profession accurately.
5. I will keep all client information confidential, unless permission is granted by the client.
6. 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.
7. I will make recommendations for products and services with my client's best interest in mind.

Colleagues

1. I will see and maintain an equitable, honorable and cooperative association with other MAPO members and will treat them with respect and courtesy.

2. I will respect the intellectual property rights (materials, titles, thematic creations) of my colleagues and other firms and individuals and will not use proprietary information or methodologies without permission.
3. I will act and speak on a high professional level so as to not bring discredit to the organizing profession.

Terms and Conditions

MAPO members in breach of the Membership Agreement will receive one verbal warning, one written warning and one final written notice of membership termination in this order, if behaviors are not modified or improved as determined by a unanimous Board vote. Time allotted for behavior modification following each notice given is 30 days. Upon notice of membership termination, members will receive a prorated amount of the annual dues paid and will be prohibited from re-joining the Association.

No warranties or guarantees are provided with MAPO membership. Paid membership is good for a period of one-year and no prorated refunds for member dissatisfaction will be honored.