



Non-profit association

Code of Ethics

Introduction

As the non-profit Association in charge of supporting the aerospace supply chain improvement, SPACE provides a list of qualified consultants. SPACE requires adherence to this Code of Ethics as a condition of qualification. The standards of conduct set forth in this Code provide basic principles in the ethical practice of management consulting. The purpose of this Code is to help qualified consultants maintain their professionalism and adhere to high ethical standards in the conduct of providing services to clients and in their dealings with their colleagues and the public.

Section I. Independence, Integrity and Objectivity

1. A consultant will conduct herself/himself with integrity, competence, credibility, independence, objectivity and professionalism at all times.
2. A consultant will express an opinion for a client only when consultant and consultant's firm are organizationally and contractually independent of the client. Areas of possible conflict include, but not limited to: financial interests, purchase or sale of products and services, and potential future contracts with the client.
3. In promoting consulting services to prospective clients, the consultant agrees to :
 - Represent all experience, education, and services honestly and accurately;
 - Honestly represent professional qualifications and affiliations;
4. Consultants will not engage in contracts that are in violation of the law or that might reasonably be used by client to violate the law.

Section II. Responsibilities to the Client

1. The consultant will always act in the best interest of the client, providing professional services with integrity, objectivity, and independence.
2. The consultant will accept only those assignments for which he has the requisite qualifications, knowledge, experience, skill and competence to perform the client effectively., and will only assign staff or engage colleagues with the knowledge and expertise needed to serve the clients effectively.
3. The consultant will complete the contracted services within the agreed upon time schedule.
4. The consultant will treat appropriately all confidential client information that is not public knowledge, take reasonable steps to prevent it from access by unauthorized people, and will not take advantage of proprietary or privileged information, either for use by himself, the client's firm, or another client, without the client's written permission.
5. A consultant will avoid conflicts of interest or the appearance of such and will immediately disclose to the client circumstances or interests that he believes may influence his judgment or objectivity
6. Consultants will not attempt to charge clients additional fees beyond those provided by the agreed contract for services.
7. In conducting training, the consultant agrees to :
 - provide instruction only in those areas in which the consultant is well qualified;
 - only refer to SPACE standards
8. The consultant recognizes the diversity of the work force and that the company can only be successful through the respect, fair treatment, cooperation, and empowerment of employees.

Section III. Responsibility to the SPACE community

1. The consultant will always act in a manner to improve the aerospace supply chain, in the interest of global aerospace industry.
2. The consultant will not misconduct regarding any other SPACE member.
3. The qualified consultant will conduct the project personally. In case he has to assign an additional consultant who is not SPACE qualified, he will continue to lead the project and be the main correspondent to the client
4. The consultant recognizes he has received the SPACE Compliance Code and agrees to respect the terms and dispositions in the Compliance Code
5. The consultant will encourage and prepare, with his client, a monthly report to SPACE.



Section IV. Responsibility to the profession of Consulting

1. The consultant will not advertise his services in a deceptive manner nor misrepresent or denigrate individual consulting practitioners, consulting firms, or the consulting profession.
2. Other than submitting a bid in an openly announced competition for consulting services, the consultant will not knowingly undertake activities designed to appropriate business from a fellow consultant who has an existing relationship with a client for the same or similar services.
3. If encountered within the scope of his engagement, he will report to appropriate authorities within or external to the client organization any occurrences of malfeasance, dangerous behavior, or illegal activities.
4. He will respect the rights of consulting colleagues and consulting firms and will not use their proprietary information or methodologies without permission.
5. He will represent the profession with integrity and professionalism in his relations with his clients, colleagues, and the general public.

Statement of understanding and intention to comply with the Chart of Ethics

I have read, understand and agree with the SPACE Chart of Ethics.

I agree to abide by the Chart in all professional engagements contracted with clients obtained through SPACE community.

Date

Signature