

CODE OF ETHICS

The Code of Ethics of the ICNZB broadly defines the conduct that clients and the general public can expect from members of the Association. It also articulates the fundamental principles of the Association and provides a guide for members' responsibilities and duties to the association to assist in developing a responsible practice.

April 2018

Code of Ethics

THIS DOCUMENT DEMONSTRATES OUR GUIDING PRINCIPLES TO ENCOURAGE A POSITIVE MODEL FOR THE PRACTICE OF BOOKKEEPING.

In society a bookkeeper has a special role. Trust in the accounts and books of businesses and individuals are dependent on the bookkeeper's truthful, careful and diligent making and keeping of records. The purpose of these rules is to provide standards of conduct for members of the Institute of Certified NZ Bookkeepers which are appropriate to their conduct in their employment and practice and the preservation of the dignity of their profession.

The rules apply to all members of the ICNZB.

The rules apply to the conduct of members in all jurisdictions.

A member must comply with the requirements of these rules and any failure to do so shall constitute misconduct.

Interpretation

The following words shall have the meanings set out opposite them:

- "ICNZB" or "The Association" refers to the Institute of Certified NZ Bookkeepers
- "Member" refers to any member of the ICNZB
- "services to the public" refers to any provision of services for reward other than to an employer, including and not limited to Not for Profit/Pro Bono or otherwise.

Any reference to an Act shall include any subsequent re-enactment.

The Fundamental Principles

1. Confidentiality
The Association are committed to maintaining

the highest degree of integrity in all our dealings with potential, current and past members, both in terms of normal commercial confidentiality, and the protection of all personal information received in the course of providing the business services concerned. The Association extend the same standards to all our partners, suppliers and associates.

2. Ethics
The Association and the Committee always conduct all services honestly and honourably, and expect our members and suppliers to do the same. The advice, strategic assistance and the methods imparted through the Association, take proper account of ethical considerations, together with the protection and enhancement of the moral position of our members and suppliers.
3. Duty of care
The actions and advice will always conform to relevant law, and the Association believe that all businesses and organisations, should avoid causing any adverse effect on the human rights of people in the organisations the Association deals with, the local and wider environments, and the well-being of society at large
4. Conflict of interest
The Association Executive members should divulge any conflict of interest or potential conflict of interest as it relates to the Association. The Association will decide on any appropriate steps to deal with the conflict and if required inform all affected parties of those steps.
5. Contracts
Contracts for partners and suppliers will usually be in the form of a detailed proposal, including aims, activities, costs, timescales and deliverables. The quality of our service and the value of our support provide the only true basis for continuity.

This is particularly for situations where an external funding provider requires more official parameters and controls.

6. Fees

The Association fees are determined to add value to our members by promoting and improving excellence in all aspects of bookkeeping – including education/standards/support. The Association values the development of its members as the key to improving bookkeeping standards. A number of other benefits are included such as networking, access to NZBAI preferred supplier list and discounts, keeping up to date with industry relevant info and changes, Hub/ central point for info/ resources/ tools/ relationships and credibility for the members' profession.

7. Payment

The Association aims to be as flexible as possible in the way that our members' services are charged. Some members prefer fixed project fees; others are happier with retainers, and we try to fit in with what will be best for the client.

8. Intellectual property and moral rights

The Association retains the moral rights in, and ownership of, all intellectual property that we create unless agreed otherwise in advance with our members. In return we respect the moral and intellectual copyright vested in our members' intellectual property.

9. Quality assurance

The Association maintains the quality of what we do through constant ongoing review with our members, of all aims, activities, outcomes and the cost-effectiveness of every activity. We encourage regular review meetings and provide regular progress reports.

10. Professional conduct

The Association conducts all of our activities professionally and with integrity. We take great care to be completely objective in our judgement and any recommendations that we give, so that issues are never influenced by anything other than the best and proper interests of our members.

11. Equality and discrimination

We always strive to be fair and objective in our advice and actions, and we are never influenced in our decisions, actions or recommendations by issues of gender, race, creed, colour, age or personal disability.

Member Responsibility

1. A member may not engage in any activities which are likely to bring themselves or the profession of bookkeeping or of the Association into disrepute.
2. A member may not engage in dishonest or otherwise discreditable activities.
3. A member must not compromise their professional standards or engage in or act so as to assist or conceal any criminal act. Should such an act be instructed by the client, the member must point out (in writing) that this act is not correct and that the client is ultimately responsible for the accuracy of their accounts.
4. A member is not obliged to accept any work and should not accept any work which:
 - the member lacks sufficient expertise or competence to complete, unless the member can seek further assistance or expert help.
 - would involve the member or any other person in the commission of any criminal act,
 - the member does not have adequate time or opportunity to complete promptly or as agreed with the client.
5. A member must promptly inform their client or their employer if for any reason if it at any stage becomes apparent that the member is unable to complete any work within a reasonable time of them being instructed to do so.
6. A member must preserve the confidentiality of their client's or employer's affairs absolutely unless required to make such disclosure by law or by the direction of the Association under agreement from the client or to prevent the commission of a crime.
7. A member must at all times be aware of conflicts of interest or potential conflicts of interests. Should this occur the member must decide on the appropriate steps to deal with the conflict and inform affected parties of those steps.
8. A member must not hold client or trust funds for another without full accounting to the client, all funds must be separated from the business and personal funds of the member and must meet all requirements under legislation for trust funds.

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9. A member must not make or prepare any account or record which they know is or may be false or misleading or the truth of which they are not satisfied on the materials or evidence before them.
 10. A member should not undertake work for a client in which the member has a significant pecuniary interest, without prior written consent of all relevant parties.
 11. A member must at all times be courteous to all those with whom they have professional dealings.
 12. A member should ensure that any advice given to a client is clearly and comprehensibly expressed.
 13. Subject to the requirements of these rules and legislation, a bookkeeper must always act in the interest of his client or employer.

Duties to the Association

1. A member must pay all membership subscriptions payable by the member promptly on such sums being due
2. A member must inform the Association of their address, telephone number, name and the name or address of their employer or practice and forthwith in the event of any change in these.
3. A member must:
 - respond promptly to any request by the Association for information or comments or documents
 - permit access forthwith on request to a duly appointed agent of the Association to inspect the files and records of the member or of their clients
 - report to the Association the fact of the member being convicted on any criminal offence in any jurisdiction or having been subject to a finding, a civil fraud or deceit by any civil court of competency or being disqualified from acting as a director
 - attend any meeting the member is required to attend of the Disciplinary Panel of the Association
 - comply with any direction of the Disciplinary Panel of the Association
 - report to the Association in the event of the member being made bankrupt



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