

The CSAE Code of Professional Conduct provides core ethical standards by which members will conduct themselves. Commitment to these standards is implicit to membership and is essential to instilling confidence and engaging in fair and equitable practices.

CSAE’s members demonstrate these core standards by acting in the manner as noted below:

CORE STANDARD 1	ASSOCIATION EXECUTIVES	BUSINESS MEMBERS
Act with honesty, fairness, and integrity in conducting the business of the organization they represent	Are honest and accurate in their communications and in their conduct particularly when describing their knowledge, experience, expertise, and credentials.	Are honest and accurate in their communications and in their conduct particularly when describing their knowledge, experience, and expertise to clients and when promoting their services.
	Demonstrate transparency in their decision-making process and disclose all potential and actual conflicts of interest.	Maintain a transparent line of communication and fully disclose all potential and actual conflicts of interest.
	Remain mission focused at all times.	Remain client focused at all times and provide services as presented.
	Provide members, vendors, co-workers, and other stakeholders with all necessary information needed to make an informed decision.	Provide clients and co-workers with all necessary information needed to make an informed decision.
	Avoid taking an unfair advantage of another person or entity through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair-dealing practice.	
	Act impartially and objectively when making decisions with conduct that is free from competing self-interest, personal gain, prejudice, and favoritism.	

CORE STANDARD 2	ASSOCIATION EXECUTIVES	BUSINESS MEMBERS
Value and protect the confidentiality of information gained through one's work	Protect confidential information including after provision of service has ended.	
	Disclose confidential information only with written authorization or when required by law.	

CORE STANDARD 3	ASSOCIATION EXECUTIVES	BUSINESS MEMBERS
Foster an environment of diversity and inclusivity	Inform themselves about the norms and customs of others and avoid engaging in behaviors that might be considered disrespectful.	
	Listen to others' points of view, seeking to understand them.	
	Create an environment where the interaction among employees, volunteers, suppliers, and clients is conducted fairly and discrimination, harassment or abuse of any sort is opposed.	
	Embrace and foster an inclusive business climate of respect for all peoples regardless of national origin, race, religion, sex, gender, age, color, sexual orientation, or disability.	

CORE STANDARD 4	ASSOCIATION EXECUTIVES	BUSINESS MEMBERS
Take responsibility for one's conduct	Exhibit professional conduct that is a credit to CSAE, their employer and themselves and strive to continually advance their knowledge and achieve higher levels of excellence in their profession.	
	Follow the established standards of their profession and the CSAE Code of Conduct.	
	Take ownership for the decisions they make or fail to make, the actions they take or fail to take and the consequences that result.	
	Conduct themselves in a professional manner in all circumstances.	

CORE STANDARD 5	ASSOCIATION EXECUTIVES	BUSINESS MEMBERS
Respect and uphold the laws that govern their work	Know and abide by the laws and legislation that govern associations and their entities.	Know and abide by the laws and legislation that govern their profession or industry and that of their clients.
	Encourage all stakeholders to respect and uphold the law.	Encourage all industry partners to respect and uphold laws and regulations.
	Ensure all contractual dealings are conducted fairly and in compliance with the law.	

CORE STANDARD 6	ASSOCIATION EXECUTIVES	BUSINESS MEMBERS
Support CSAE in its efforts to advance association excellence	Advance, support and promote the profession of association management through word and action.	
	Maintain their competence in association management through continued professional development.	Actively pursue educational growth through training, sharing of knowledge, expertise, and skills to advance association excellence.
	In accordance with the policies established by CSAE, a member who holds a CAE certification shall maintain this professional standing by participating in Continuing Professional Education as defined by the CSAE Board of Directors.	

Adherence to these core standards signifies professionalism, competence, fair practices, and high integrity. Failure to abide by these standards may subject a member to disciplinary action as set forth in the Bylaws of the Canadian Society of Association Executives.