Code of Ethics

**The Website Ethics Code of Ethics**

1. I will show faith in the worthiness of my profession by honest, determined effort with unfailing courtesy, in order to merit a reputation for high quality of service and fair dealing.
2. I will build ever-increasing confidence and good will with the public, my clients, and my employers through honor, integrity, poise, self-restraint and constructive cooperation.
3. I will conduct myself in the most ethical and competent manner when soliciting professional service or seeking employment, thus meriting confidence in my knowledge and integrity.
4. I will provide the services I have quoted at the price and quality that I quoted.
5. I will protect the intellectual property of others by relying on my own innovation and efforts, thus ensuring that all benefits vest with the originator.
6. I will strive to attain and to express a sincerity of character that shall enrich my human contacts.
7. I shall be truthful and honest in all my business dealings.

\*Source: [Websiteethics.org](http://www.websiteethics.org/coe.shtml)

**Ethics of a Virtual Assistant (VA)**

* As a Virtual Assistant, I will maintain the highest ethics and honesty in all dealings with clients, colleagues and the general public.
* I will seek to deal with colleagues, suppliers and employees in a fair and equitable manner, and maintain the highest standards of personal conduct to bring credit to the Virtual Assistant profession.
* As a highly ethical Virtual Assistant, I will only take on projects that are within my abilities. If a project is not within my ability, the client will be notified immediately and I will provide recommendations for other highly skilled Virtual Assistants.
* Client information will be held in the strictest of confidence and will not be shared with others or used for personal gain.
* I highly value each client relationship and will not place one client above another.
* I will make a commitment to possess and increase the required knowledge, skills and training to be proficient and relevant in the provision of services.
* I will be honest about my intentions and never misrepresent my skills, peers, or my profession as a whole, whether to networks or to prospects, clients, and the community at large (virtual or otherwise).
* I will not knowingly be a part of any illegal or unethical activity.
* I will promote the Virtual Assistance industry with the utmost professionalism and give of my knowledge freely to new and existing VAs and the general public.

\*Source: [Virtual Assistant Networking Association](http://www.vanetworking.com/) VA Code of Ethics  
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