

PMSA RECOGNISED EDUCATION AND TRAINING PROVIDER CODE OF ETHICS

PMSA has as a prime objective, the promotion of consistent standards of professionalism and service in all industries in Southern Africa. Specifically, all members of the Institute are committed to acting in a professional manner in their dealings with customers, partners, employees, and the public.

As an applicant for registration as a PMSA Recognised Educational and Training Provider, I/we accept and agree to the following conditions of participation in the RETP programme. I/we will:

1. Provide accurate, complete, and truthful information to PMSA in all transactions, and will make full disclosures of all information requested by PMSA in a timely manner.
2. Satisfy in full our responsibilities under all PMSA Recognised Education and Training Provider Criteria, and other PMSA policies currently in force, and as modified in the future.
3. Conduct all educational and business operations in an ethical, professional, and lawful manner, and will respect the rights and worth of all educational programme participants.
4. Accurately represent my/our experience and capabilities.
5. Where giving advice, to do so within my/our experience and capabilities.
6. Offer only those goods and services for which I/we have the trading rights and ability to deliver.
7. Express clear and factual information in advertisements, statements to the media and other communications.
8. Always endeavour to avoid using language or words that may be misconstrued or misleading.
9. Disclose to customers and prospective customers any particular interest they may have in goods or services that they recommend.
10. Provide full, accurate, and truthful statements and representations regarding my/our business activities, programme descriptions, fees, and services in all marketing and advertising of products, publications, and/or services.
11. Treat all information received from a customer that is not in the public domain as confidential. Provide proper security for confidential material that has been entrusted to them.
12. Make no statements or representations indicating or implying, in any manner, that PMSA has accredited, certified, sponsored, or endorsed any programmes, products, publications or services.
13. Use the approved "PMSA" logo along with its associated approved statement set forth above, only in conjunction with those educational programmes, and only those programmes, which have been registered with PMSA.
14. Comply with all applicable laws, copyrights and other regulations applicable in the countries in which they operate. Comply with all applicable laws and PMSA policies regarding the use of all intellectual property. Include proper notice of PMSA ownership of its copyrights, trade, service, or certification marks with all uses of such copyrights and marks.

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15. Advance the integrity and reputation of the project management profession, consistent with the public interest.
16. Recognise that disparagement of other players in the industry is unprofessional and damaging to the entire industry.
17. Act in a fair manner when competing with or against other PMSA Recognised Education and Training Providers.
18. Ensure that all employees are treated in a fair manner and that no group is disadvantaged at the expense of another.
19. Provide safe and good working conditions for all.
20. Insist on professional behaviour and high standards of service by them and their staff in their dealings with customers.
21. Ensure that all staff members are aware of this code and encourage adherence to it.
22. Cooperate in efforts to address matters of public concern caused by the manner in which project management is applied.
23. Volunteer professional skills to good causes and contribute to public education concerning project management.
24. Refrain from any manner of discrimination with respect to the programmes provided under this Agreement, including, but not limited to, discrimination on the basis of: race or ethnic origin; gender; nationality; disability; religion; or sexual orientation. Additionally, I/we also agree to comply with all applicable governmental laws, rules, and regulations regarding discrimination in all nations in which it operates, or in which it provides products, publications, services or materials related to the PMSA RETP programme.
25. In the event that I/we voluntarily withdraw from, or am/are required to leave the RETP programme, immediately discontinue all use of RETP programme logos, marks, materials, and statements. In that event, I/we will not represent that it has any association with the PMSA RETP programme.

As an RETP programme participant, our firm/organisation understands and accepts that PMSA reserves the sole and exclusive right to terminate our participation in the Programme if it has been determined that the firm has acted contrary to any PMSA or RETP Programme policy, standard, or rule.

On behalf of the applying organisation, and with full authority to enter into this agreement, the undersigned agrees to accept, and abide by, the PMSA Recognised Education and Training Provider Programme Criteria and all terms and conditions of this agreement, as outlined in this document, and further agrees to accept sole and full responsibility for the quality assurance of any project management programme(s) offered with respect to the RETP Programme, and under this agreement.

Signature _____ Title _____

Printed Name _____ Date _____

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