



Standards of Ethical Conduct for a CITP

Ethical professionals should be governed by two basic concepts:

Competency. They must be able to successfully apply the competencies for their area of practice.

Integrity. They must have a keen sense of responsibility to their client or employer, to their profession and the public, and the sense of independence to allow exercise of their professional judgement without restriction or bias.

The following Standards of Ethical Conduct reflect and are designed to ensure compliance by a CITP* with these basic concepts; they also serve to enhance confidence in the integrity and service of the CITP*. They are not in any order of priority, but should be applied as required to the specifics of a given situation.

Responsibilities to the individual

- Ensure the communication of rights, responsibilities and information to foster informed decision-making.
- Respect the customs and beliefs of others, consistent with the mission of the organization.
- Respect the confidentiality of information, unless it is in the public interest, or required by law, to divulge information.
- Promote competence and integrity with individuals associated with the organization.

Responsibilities to the organization

- Strive to provide quality services.
- Communicate truthfully and avoid misleading, or raising unreasonable expectations in others.
- Use sound management practices and use resources ethically.

Responsibilities to the community and society

- Serve the public interest in an ethical fashion, and consider the effects of decisions on the community and society.
- Obey the law and foster an environment where fairness applies and discrimination, harassment, or abuse of any sort is opposed.
- Contribute to improving the climate for international trade opportunities.

Responsibilities to the profession

- Develop and maintain competence in international trade management and practice within one's abilities.
- Support FITT in its efforts to enhance the profession of international trade.
- Practice with honesty, integrity, respect, and good faith.
- Assist others to develop competence in international trade management and practice ethically.
- Understand these Standards and report to FITT when there are reasonable grounds to believe a CITP* has breached them.

Conflict of Interest

Conflict of interest exists when a CITP* uses position, authority or privileged information to:

- a) obtain an improper benefit, directly or indirectly; or
- b) obtain an improper benefit for a friend, relative or associate; or
- c) make decisions that will negatively affect the organization.

A CITP* shall therefore:

- a) conduct all relationships in a way that assures those affected that decisions are not compromised by a conflict of interest;
- b) disclose to the appropriate authority any direct or indirect personal or financial interest, or appointment or election which might create a conflict of interest;
- c) neither accept nor offer personal gifts or benefits with the expectation or appearance of influencing a decision; and
- d) refrain from using FITT membership and credentials to promote or endorse commercial products or services where others would perceive this as a promotion or endorsement by FITT.

*FITT's professional designation in the U.S. and E.U. is FIBP- FITT International Business Professional. For detailed information, please visit www.fitt.ca/fibp