

# CBAP®

## Code of Ethical Conduct & Professional Standards

As a Certified Business Analysis Professional™ (CBAP®), I agree to support and adhere to the responsibilities described in the CBAP® Code of Ethical Conduct and Professional Standards.

Any CBAP® applicant, exam candidate or recipient who intentionally or knowingly violates any provision of the CBAP® Code of Ethical Conduct and Professional Standards will be subject to action by a review panel, which may result in the rejection of the CBAP® application, denial to sit the CBAP® exam and revocation of the CBAP® credential.

### Responsibilities to the Profession

#### Compliance with IIBA Certification Rules and Policies

- Responsibility to abide by exam testing rules and policies. Engaging in prohibited conduct while taking the examination is strictly prohibited. Prohibited Conduct includes but is not limited to the use of notes containing examination information in the testing room and, in other areas within the testing facility during breaks.
- Responsibility to keep confidential the contents of the CBAP® exam, including questions and scenarios. Disclosure is strictly prohibited and includes but is not limited to communication to colleagues, other exam candidates, and exam review course instructors.
- Responsibility to report to IIBA any type of exam-related security or misconduct issue, including disclosure of content by others that the CBAP® recipient becomes aware of.

#### Compliance with all Organizational Rules and Policies

- Responsibility to provide accurate and truthful representations concerning all information directly or indirectly related to all aspects of the CBAP® Certification Program, including but not limited to the following: examination applications, test item banks, examinations, answer sheets, candidate information and CBAP® Recertification Program reporting forms.
- Upon a reasonable and clear factual basis, responsibility to report possible violations of the CBAP® Code of Ethical Conduct and Professional Standards by individuals in the field of Business Analysis.
- Responsibility to cooperate with IIBA® Certification Body concerning ethics violations and the collection of related information.

- Responsibility to disclose to clients, customers, owners or contractors, significant circumstances that could be construed as a conflict of interest or an appearance of impropriety.

### **Candidates Professional Practice**

- Responsibility to provide accurate, truthful advertising and representations concerning qualifications, experience, and performance of services.
- Responsibility to render only those services for which you are fully competent and qualified.
- Responsibility to comply with laws, regulations and ethical standards governing professional practice in the state/province and/or country when providing Business Analysis services.
- Responsibility to respect the trust and privileges granted to you.

### **Advancement of the Profession**

- Responsibility to recognize and respect intellectual property developed or owned by others and to act in an accurate, truthful, and complete manner in relation to all professional work and research activities.
- Responsibility to report and disseminate the CBAP<sup>®</sup> Code of Ethical Conduct and Professional Standards.
- Responsibility to sponsor for professional advancement the best qualified Business Analysis Professionals. All other things being equal, give preferences to those who are certified and who adhere to these principles. Avoid professional association with those whose practices or reputation might diminish the Business Analysis profession.
- Responsibility to take care not to injure the reputation of other professionals through malice or indifference.
- Responsibility to maintain your competence; keep your skills and knowledge current.
- Responsibility to give generously of your time and knowledge in training others.

### **Responsibilities to the Client and the Public**

#### **Qualifications, Experience and Performance of Professional Duties**

- Responsibility to act honourably and legally to provide accurate and truthful representations to the public in advertising, public statements, and in the preparation of estimates concerning costs, services, and expected results.
- Responsibility to render only those services for which you are fully competent and qualified.
- Responsibility to maintain and satisfy the scope and objectives of professional service.
- Responsibility to maintain and respect the confidentiality of sensitive information obtained in the course of professional activities or otherwise where a clear obligation exists.
- Responsibility to preserve the value of their systems, applications and information.
- Responsibility to respect their trust and the privileges granted with that trust.

### **Conflict of Interest Situations and Other Prohibited Professional Situations**

- Responsibility to ensure that a conflict of interest does not compromise legitimate interests of a client or a customer, or influence/interfere with professional judgments.
- Responsibility to refrain from offering or accepting inappropriate payments, gifts or other forms of compensation for personal gain unless in conformity with applicable laws or customs of the country where business analysis services are being provided.