

CODE OF CONDUCT

For the members of Buying Agents Association

Professional standards are required as a condition for membership; and this CoC applies to all members, irrespective of their membership grade, or the role they fulfill.

The Code:

Members will seek to achieve the highest standards and will offer our services honestly and honourably in a fair manner, and encourage our member agents and stakeholders to do the same.

- Members will behave in a professional manner and will respect the reputation of our sector, Association and the other organisations with which we liaise.
- Members will undertake to promote co-operation within the sector or sectors in which we work, and between members, buyers and suppliers. In doing this, we will seek to identify and apply good practice.
- Members will commit to improving the performance and reputation of the sector or sectors in which we work.
- Members will endeavour to maintain and improve the quality of our work through constant review of our aims, activities and outcomes, and the cost-effectiveness of every activity. Where there is a proven and positive cost or benefit to doing so, we will aspire to seek appropriate certification or accreditation under a recognised quality assurance scheme.
- Members will follow the rules of any public body to which we make representation and, where appropriate, seek guidance from the public body on any rules of relevance.
- Members will pay our bills promptly, and encourage the same of our members and suppliers.
- Members will be committed to maintaining the highest degree of integrity in all our dealings with potential, current and past members as well as other stakeholders.
- Members will ensure that all relevant competition laws are respected by our members in their dealings with us and each other, where such dealings have been facilitated by us.
- Members will never offer any financial or other inducement, including direct and indirect payments, offers of employment or substantial gifts or entertainment, to any member, prospective member or holder of public office in an attempt to influence any decision making process which may affect our organisation or our industry in any way.
- Members will be clear and precise about our identity and any industry or sector that we may represent.

Signature with Stamp

Date

- Members will endeavour to represent the common interests of all members.
- Members will clearly declare any relevant financial or other links to public office holders in order to ensure that he or she is protected from any potential conflict of interest.
- Members will use reasonable endeavours to ensure the truth and accuracy of any statements made or information provided to any third party in order to never knowingly make false or misleading claims or misrepresent the views of others. Confidentiality
- Members will always try to maintain commercial confidentiality, and also protect all personal information received in the course of providing business services.
- Members will take reasonable endeavours to safeguard the confidences of all members and past members and shall not disclose these confidences to their disadvantage or prejudice unless the member has released such information for public use or has given permission for disclosure.
- Members will strive to take reasonable care that all professional duties are conducted without causing offence on the grounds of gender, race, religion, disability or any other form of discrimination or unacceptable reference.

If a member or an individual becomes aware of any breach of this **Code of Conduct** by another member they are under an obligation to notify the BAA Governing Body. Any breach of the Code of Conduct brought to the attention of BAA Governing Body, will be considered under the laid out disciplinary procedures.

Signature with Stamp

Company Name

Designation

Date: _____

Place: _____