



*Integrity. Community. Professionalism*

## **CODE OF CONDUCT**

**The Code of Conduct guides the professional behaviour and practice of resume writers associated with Resume Writers Australia and informs the public about the ethical standards to which the writers adhere.**

The Code of Conduct refers to your resume writing business activity with regard to COMPETENCY AND CONDUCT, RELATIONSHIPS AND INDUSTRY BEHAVIOUR, PRIVACY and PROCESS INTEGRITY.

All writers who are associated with Resume Writers Australia have declared they are dedicated to, and obligated within, the code of conduct.

- Represent their professional competencies, training and experience accurately
- Conduct business in a way that upholds the values of Resume Writers Australia: integrity, community, professionalism
- Make an appropriate referral if their own competency does not meet the client's need
- Ensure your scope of practice encompasses any limits in your expertise
- Maintain a current understanding of laws pertaining to privacy and the gathering/holding of personal information
- Inform clients of any limits of confidentiality
- Preserve confidentiality and your clients right to privacy
- Seek clients' expressed consent before disclosure of client information
- Avoid or disclose conflicts of interest which compromise the best interests of their clients
- Ensure business processes are upholding any legal or privacy requirements
- Utilise client information that is relevant only to the project which it was intended for

### **BREACHES**

In the event of a conduct breach, Resume Writers Australia reserves the right to revoke membership without refund of any fee or service paid prior to notification of removal from RWA.

Breaches can be brought to the attention of the RWA Association via email or through contact on the official website.