

**AlbConsulting**  
**Albanian Consulting Network**

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**CODE OF ETHICS**

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**Clients**

We will serve our clients with integrity, competence, and objectivity.

We will keep client information and records of client engagements classified and confidential and will use proprietary client information only with client's permission and in relation with the particular job.

We will not take advantage of confidential client information for the benefit of our companies, ourselves or third parties.

We will not allow conflicts of interest to arise, which provide a competitive advantage to any client through our use of confidential information from another client or third party.

**Contracts**

We will accept only engagements for which we possess the necessary qualifications, experience and competence, or we will enter into contractual relationship with other competent service provider(s) in order to attain the skills required to provide the appropriate level of service.

In the performance of client engagements, we will only assign staff with proven experience, knowledge and expertise.

We will immediately inform our clients of external influences on our objectivity and will offer to withdraw from a consulting engagement when our independence or integrity may be impaired.

**Fees**

On the basis of the accepted fees and accumulated experience, we will inform and negotiate in advance with our clients fees which are reasonable, legitimate, and corresponding with the services we deliver and the responsibility we accept.

We will disclose to our clients in advance any intermediary fees or commissions which we will receive from third parties for products or services we have recommended to our clients.

**Profession**

We will respect the intellectual property rights of our clients, other consulting companies and will not use proprietary information or methodologies without their permission.

We will not advertise our services in a deceptive manner and will not compromise the consulting profession or the consulting companies.

We will not conceal violations of the Code of Ethics.