

## Code of Ethics and Professional Standards Policy Statement:



This code, comprising of Ten Principles, is sponsored by the Governing Council of the Association of British Investigators (ABI). It is a reflection of the way in which all members of The Association should conduct their business according to rigorous ethical, fair, professional and legal standards. It flows from our determination to:

- Be fair
- Be transparent
- Be accountable
- Be honest
- Be cautious
- Be thorough
- Be law abiding
- Be mindful of the confidentiality of that with which we are entrusted
- Protect and enhance the reputation of this Association and its members.

### **Principle 1- Responsibility and Accountability**

All members of The Association of British Investigators are personally responsible and accountable for their actions or omissions, as are their employees and other persons paid to assist an investigation. It must be ensured that the latter adhere to this Code of Ethics and Professional Standards.

### **Principle 2 - Honesty and Integrity**

All members of The Association of British Investigators are to act with honesty, integrity and must not compromise their position, that of this Association or any of their clients.

### **Principle 3 - Caution and Thoroughness**

All members of The Association of British Investigators are to verify the credentials of clients to ensure that they have lawful and moral reasons to request an investigation.

### **Principle 4 - Conflict of Interest**

All members of The Association of British Investigators having a personal or conflicting interest in any matter in which they are involved shall disclose that interest, if it is in conflict with the interests of their clients.

### **Principle 5 - Acting within the Law**

All members of The Association of British Investigators are to obey the law and refrain from carrying out any act that they know, or ought to know, is unlawful, or contrary to The Associations policy.

### **Principle 6 - Authority, Respect and Courtesy**

No member of The Association of British Investigators is to abuse their position and must respect the rights of all individuals.

All members of The Association of British Investigators are to act with self-control and tolerance, treating everyone with whom they come into contact, during the course of their activities, with respect, fairness and courtesy.

### **Principle 7 - Equality**

All members of The Association of British Investigators are to act with fairness and impartiality. They will not discriminate unlawfully on the grounds of sex, race, colour, language, religion or belief, political or other opinion, national or social origin, association with a national minority, disability, age, sexual orientation, property, birth or other status.

### **Principle 8 - Confidentiality**

All members of The Association of British Investigators are to treat information with which they are entrusted during the course of business with respect and access or disclose it only for the purposes for which it is intended; attending to all instructions within the principles of the prevailing privacy legislation and in particular if controlling personal data to be so notified with the Information Commissioner.

#### **Principle 9 - General Conduct**

All members of The Association of British Investigators are to act in a professional manner. They must not behave in a manner which brings, or is likely to bring, discredit upon The Association or any of their clients, or act in a way that undermines or is likely to undermine confidence in the Association or that of any of their clients.

#### **Principle 10 - Challenging and Reporting Improper Conduct**

All members of the Association of British Investigators are expected to challenge and when appropriate take action or report breaches of this code and the improper conduct of colleagues.

#### **Disciplinary Procedure**

The Association of British Investigators operates a disciplinary procedure. If you have a complaint against a member of the Association contact the Secretariat:

Mr Tony Imossi  
Association of British Investigators  
The Brentano Suite  
Catalyst House  
Centennial Park  
Elstree  
WD6 3SY

Telephone: +44 (0) 20 8191 7500  
Email: [Secretariat@theABI.org.uk](mailto:Secretariat@theABI.org.uk)