



## Code of Ethics and Professional Conduct

The Code of Ethics and Professional Conduct applies to all members, associates, and partners of JG&G Consulting Services Inc.

As an Associate of JG&G Consulting Services Inc. one is bound by the following Code of Professional Conduct, as well the relevant certifications' associate Institutes' Code of Ethics and Professional Conduct, such as associations such as PMI and relevant industries.

The Code was designed to protect **JG&G Consulting Services Inc.**, the **public**, the **profession**, other **associates**, and the **client**.

Associates and Members of JG&G Consulting Services Inc. will make decisions and take actions based on the best interests of society, public safety, and the environment.

Associates and Members of JG&G Consulting Services Inc. do not engage in or condone behaviour that is designed to deceive others, including but not limited to, making misleading or false statements, stating half-truths, providing information out of context or withholding information that, if known, would render our statements as misleading or incomplete.

Associates and Members of JG&G Consulting Services Inc. do not engage in dishonest behaviour with the intention of personal gain or at the expense of another.

### Purpose

At JG&G Consulting Services Inc., we are committed to doing what is right and honourable. The purpose of this Code is to identify those professional obligations that serve to protect JG&G Consulting Services Inc., the public in general and the client in particular. The Code is also designed to identify clearly the expectations of associates with respect to other members and their profession.

### Definitions

"Associate" is any individual registered and in good standing with JG&G Consulting Services Inc., any Consultants affiliated with JG&G Consulting Services Inc.

"Member" is any individual registered and in good standing with JG&G Consulting Services Inc., any Consultants affiliated with JG&G Consulting Services Inc.

### Responsibilities to the Public

*Legal:* An associate shall act in accordance with the applicable legislation and laws.

The associate will inform themselves and uphold the policies, rules, regulations and laws that govern their work, profession, and volunteer activities.

The associate will report unethical or illegal conduct to appropriate management and, if necessary, to those affected by the conduct.

*Representation:* An associate shall make representation on behalf of JG&G Consulting Services Inc., only when authorized.

*Honesty:* The associate will be truthful in their communications and in their conduct. The associate shall provide accurate information in a timely manner.

The associate will make commitments and promises, implied or explicit, in good faith.

The associate will strive to create an environment in which others feel safe to tell the truth.

Based on relevant Industry and PMI's code of ethics and professional conduct

*Public Protection:* An associate shall be liable for suspension or expulsion from membership where that associate has behaved in a manner unbecoming to the profession and the image of JG&G Consulting Services Inc., as judged by JG&G Consulting Services Inc Partners. Legal actions may follow if JG&G Consulting Services Inc. incurs any liability and consequences due to the associate's behaviour.

### **Responsibilities to the Profession**

*Knowledge:* An associate shall keep informed of the applicable Code of Professional Conduct and their profession's Common Body of Knowledge.

An associate shall strive to keep current with developments in any area of their profession where specific expertise is claimed.

*Self-Discipline:* An associate shall recognize that the self disciplinary nature of the profession is a privilege and that the associate has a responsibility to merit retention of this privilege. Therefore, an associate shall report to JG&G Consulting Services Inc., unbecoming professional conduct by another associate.

*Respect:* The associate will not act in an abusive manner toward others.

The associate will respect the property rights of others

*Ethics Complaints:* The associate will bring violations of this Code to the attention of JG&G Consulting Services Inc. for resolution.

The associate will only file ethics complaints when they are substantiated by facts.

*Responsibilities for Others:* An associate shall ensure that other JG&G Consulting Services Inc.'s associate consultants carrying out work on the associate's behalf are conversant with, and abide by, the applicable Code of Professional Conduct.

*Image:* An associate shall behave in a manner that maintains the good reputation of JG&G Consulting Services Inc., and its ability to serve the client's and public's interest.

An associate shall avoid activities that adversely affect the quality of that associate's professional advice.

An associate may not carry on business that clearly detracts from the associate's professional status.

### **Responsibilities to Other Associates**

*Review of an associate's Work:* An associate who has been requested to review critically the work of another associate shall inform that associate or JG&G Consulting Services Inc. before undertaking the work.

### **Responsibilities to the Client:**

Associates fulfill the commitments that they undertake.

When errors or omissions are made, the associate will take ownership and make corrections promptly. When errors or omissions are discovered, caused by others, we communicate them to the appropriate body as soon they are discovered. The associate will accept accountability for any issues resulting from their errors or omissions and any resulting consequences.

*Due Care:* An associate shall act in the best interest of the client, providing professional services with integrity, objectivity, and independence.

An associate shall not encourage unrealistic client expectations.



Based on relevant Industry and PMI's code of ethics and professional conduct

*Business Development:* An associate shall not adopt any method of obtaining business that detracts from the professional image of JG&G Consulting Services Inc., or its members.

*Competence:* An associate shall accept only those assignments that the associate has the knowledge and skill to perform, and has been approved by JG&G Consulting Services Inc. We accept only those assignments that are consistent with our background, experience, skills, and qualifications.

*Informed Client:* An associate shall, before accepting an assignment, reach a mutual understanding with the client as to the assignment objectives, scope, work plan, and costs.

*Fee Arrangement:* An associate shall establish fee arrangements with a client in advance of any substantive work and shall inform all relevant parties when such arrangements may impair or may be seen to impair the objectivity or independence of the associate.

An associate shall not enter into fee arrangements which have the potential to compromise the associate's integrity or the quality of services rendered.

*Conflict:* An associate shall avoid acting simultaneously for two or more clients in potentially conflicting situations without informing all parties in advance and securing their agreement to the arrangement. The associate will proactively and fully disclose any real or potential conflicts of interest to the appropriate stakeholders.

An associate shall inform a client of any interest that may impair or may be seen to impair professional judgment.

An associate shall not take advantage of a client relationship by encouraging, unless by way of an advertisement, an employee of that client to consider alternate employment without prior discussion with the client.

*Confidentiality:* An associate shall treat all client information as confidential. The associate protects proprietary or confidential information that has been entrusted to them.

*Objectivity:* An associate shall refrain from serving a client under terms or conditions that impair independence and an associate shall reserve the right to withdraw from the assignment if such becomes the case.

#### Declaration

I, , hereby declare that I have read JG&G Consulting Services Inc.'s Code of Ethics and Professional Conduct, understand it, and agree to abide by it.

Signature: \_\_\_\_\_

City, Country, Date:

**Please sign and mail original to:**

**Jennifer Graham, JG&G Consulting Services Inc.,  
1006-15 Maitland Place, Toronto, Ontario, Canada, M4Y 2X3**