

# CABA

CHARTERED ASSOCIATION OF  
BUSINESS ADMINISTRATORS®

## A Guide to the CABA Code of Professional Standards

October 2015





CHARTERED ASSOCIATION OF  
BUSINESS ADMINISTRATORS®

The Chartered Association of Business Administrators® is a not-for-profit professional body for business administrators. The Association has a growing global presence with members employed in all sectors of the economy and make a significant contribution to the efficiency of any business.

CABA is a leading professional body for those working in the business administrative profession. We offer qualifications and membership grades to suit all potential members

The CABA designation represents high ethical and professional standards and a committed to raising the profile of the business administration profession.





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## **INTRODUCTION**

CABA is committed to the highest professional competence and ethical standards for the business consulting profession. Members of the Association must at all times comply with the content and spirit of the Association's Code of Ethics. All members are expected to adhere to a high professional standard, with this in mind CABA regularly reviews its professional standards

## **AS REGARDS THE INDIVIDUAL CHARTERED BUSINESS ADMINISTRATOR**

As a professional Chartered Administrator you will:

- Pursue managerial activities with integrity, accountability and competence.
- Disclose any personal interest which might be seen to influence managerial decisions.
- Practice an open style of management so far as is consistent with business needs.
- Keep up-to-date with developments in best management practice and continue to develop personal competence.
- Adopt an approach to the identification and resolution of conflicts of values, including ethical values, which is reasonable and justifiable.
- Safeguard confidential information and not seek personal advantage from it.
- Exhaust all available internal remedies for dealing with matters perceived as improper, before resorting to public.
- Encourage the development and maintenance of quality and continuous improvement in all management activities.

## **AS REGARDS OTHERS WITHIN THE ORGANISATION**

As a professional Chartered Administrator you will, in addition to the above

- Ensure that others are aware of their responsibilities, areas of authority and accountability.
- Encourage and assist others to develop their potential.
- Consider the mental and physical health, safety and well being of others.
- Have regard for matters of conscience of others.
- Have regard for the needs, pressures and problems of others and not discriminate on grounds other than those demonstrably necessary for the task.
- Treat colleagues with dignity and respect.



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### **AS REGARDS THE ORGANISATION**

As a professional Chartered Administrator you will, in addition to the above:

- Uphold the lawful policies and practices of the organization.
- Identify and communicate relevant policies, practices and information.
- Keep under review organizations structure, objectives, procedures and controls.
- Seek to balance departmental aims in furtherance of the organization's overall objectives.
- Safeguard the assets and reputation of the organizations.

### **AS REGARDS OTHERS EXTERNAL TO BUT IN DIRECT RELATIONSHIP WITH THE ORGANISATION**

As a professional Chartered Administrator you will, in addition to the above:

- Ensure that the interests of others are properly identified and responded to in a balanced manner.
- Establish and develop continuing and satisfactory relationships based on mutual confidence.
- Avoid entering into arrangements which unlawfully or improperly affect competitive practice.
- Avoid entering into any agreement or undertaking any activity which may give rise to a conflict of interest with the organization or prejudice professional management performance.
- Neither offer nor accept gifts, hospitality or services which could, or might appear to, imply an improper obligation.

### **AS REGARDS THE WIDER COMMUNITY**

As a professional Chartered Business Administrator you will, in addition to the above:

- Have due regard for and comply with relevant law.
- Have due regard to the short and long term effects and possible consequences of present and proposed activities, taking action where appropriate.
- Ensure truthfulness in all public communications.
- Seek to conserve resources wherever possible and preserve the environment.
- Respect the customs, practices and reasonable ambitions of other peoples which may differ from your own.



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### **AS REGARDS THE CHARTERED ASSOCIATION OF BUSINESS ADMINISTRATORS**

As a professional Chartered Administrator you will, in addition to the above:

- Promote the mission, aims and objectives of the Association.
- Uphold the integrity and good standing of the Association and refrain from conduct which detracts from its reputation.
- Promote the Association's professional image and standing as a professional body.
- Observe the requirement of the Code of Professional Business Practice as it may be reviewed and reissued from time to time.