

UPO Code of Ethics

Clients:

- I will serve my clients with integrity, competence, courtesy and objectivity.
- I will keep confidential all client information, both business and personal.
- I will offer services in the areas in which I am qualified. If I am unable to provide for the client needs, I will recommend other qualified professional organizers.
- I will communicate my fees in advance and in an honest manner.
- I will advertise my services in an honest manner and will represent the professional organizing industry accurately and professionally.
- I will keep client information confidential and will not use it to benefit myself or my business, or reveal this information to others.

Colleagues:

- I will seek to deal with other UPO members & other professionals in a fair and equitable manner, and maintain the highest standards of personal conduct.
- I will respect the intellectual property rights (materials, titles, and thematic creations) of my colleagues and will not use proprietary information without permission.
- I will deal openly and directly with any area of conflict. I will endeavor to reach agreement in a professional and courteous manner.
- I will not knowingly solicit another member's clients. I understand doing so is grounds for my membership being revoked.
- If it is brought to my attention that I have unknowingly solicited another member's client, I will take reparative steps immediately.

Community:

- I will strive for excellence in all aspects of the professional organizing industry.
- I will strive to improve the practices of UPO and to enhance our group.
- I will give my time, energy and skill to UPO.