



Singapore Association of Administrative Professionals

Professional Code of Ethics

- Act both loyalty and honestly in carrying out the Constitution of the Association and not undermine its image or reputation.
- Maintain at all times the highest standards of personal integrity and conduct in the performance of professional duties.
- Accept responsibilities for her own work and that of her subordinates.
- Acquaint and familiarize constantly with new administrative and management knowledge, skills and practices and, seek to promote the level of competence in and the understanding of the administrative professional by encouraging the interchange of information.
- Promote effective communication within the organisation and where appropriate outside it.
- Fully respect the confidentiality of information which comes in the course of duties and not use confidential information for personal gain or in a manner which may be detrimental to the past and present employers.
- Note to make any public statement as an administrative professional without making clear, where appropriate, to all concerned the capacity in which such statements are made.
- Take account of the needs and problems for her subordinates and by leadership set an example.
- No member shall belittle or injure the professional standing of any member of the profession.

