



Professionally provide clients with products and services that will enhance their abilities to achieve their goals and objectives regardless of race, color, creed, religion, national origin, gender, age, level of income, or physical handicap.

Be sensitive to client needs and compassionate in providing advice, products, and services in meeting the client's specific career goals.

Stay abreast of market and hiring trends that will affect his/her clientele. By staying current, PARWCC members will provide up-to-date advice, counsel, products, and services to better meet clients' career objectives.

Keep current of new trends, formats, writing styles, and résumé/employment presentations to best serve his/her clients through the PARW/CC newsletter and other sources.

Deliver to the client what was promised and be truthful in guiding, advising, and counseling clients in all aspects of the résumé writing/employment industry.

Maintain strict confidentiality with every client, revealing information only upon written authorization by the client.

Be aware that contact with the public as a PARW/CC member promotes the organization and reflects on the résumé writing/consulting service as an industry.

Emphasize the professional spirit of the organization by encouraging, promoting, and engaging in professionalism, integrity, and good faith at all times among members and career industry colleagues.

Comply with all applicable laws for business practices, including commerce, marketing and advertising, media and electronic communications, intellectual property, and copyright.

PARW/CC expressly reserves its right to terminate the membership of any member for breaching the PARW/CC Code of Business Ethics. This also includes any member who is the subject of a civil or criminal investigation where moral turpitude is at issue, as well as acts which seek to harm the reputation of another member, the organization, or the industry, whether or not such acts constitute a crime. The PARW/CC Code of Business Ethics may be updated at any time, and such updates supersede and replace all prior versions of this document and shall have prospective as well as retroactive effect.