

## Appendix E: CTS Code of Ethics and Conduct

### Certified Technology Specialist Code of Ethics and Conduct

▶ As a Certified Technology Specialist, I understand that my personal standards of honor and integrity must, at all times, be above reproach and I must conduct myself in a manner that reflects favorably on my profession. By doing so, I will strive to create an ethical climate within my organization, my industry and the community of clients which I serve, building honesty and trustworthiness in all of my relationships and ensuring my reliability in performing my assigned responsibilities.

▶ As a Certified Technology Specialist, I pledge to be truthful and accurate in what I say, do, and write. I will exhibit constructiveness and cooperation in all of my working relationships, ensuring adherence to the law at all times. I will efficiently use resources and will not reveal facts, data or information obtained in connection with services rendered without the prior consent of the client or employer - except as authorized or required by law.

▶ As a Certified Technology Specialist, I will demonstrate a commitment to excellence in all aspects of my profession and will consistently promote and encourage the highest level of ethics within the industry.

▶ As a Certified Technology Specialist, I will avoid compromise of professional judgment by conflicts of interest.

▶ As a Certified Technology Specialist, I will act in a manner free of bias with regard to age, gender, sexual orientation, race, religion, national origin, disability, marital status and ethnicity.

▶ As a Certified Technology Specialist, I will always strive to maintain proficiency by updating technical knowledge and skills.

▶ As a Certified Technology Specialist, I agree to inform AVIXA certification management of any matters that will affect my capability to fulfill my certification requirements.

▶ As a Certified Technology Specialist, I will undertake only those assignments for which I am competent by way of education, training, and experience. I will not misrepresent or permit misrepresentation of my own or associates' academic or professional qualifications nor exaggerate my degree of responsibility for any work. Furthermore, I will admit and accept my own errors when proven wrong, refraining from distorting or altering the facts in an attempt to justify my decisions.

▶ As a Certified Technology Specialist, I will use every opportunity to improve public understanding of the role of the communications industry. I will also have due regard for the physical environment and for public safety, health, and well-being. If my judgment is overruled under circumstances where the safety, health, property or welfare of the public may be endangered, I will notify my employer, client and/or such other authority as may be appropriate.

▶ As a Certified Technology Specialist, I understand that the certificate, logo, and marks are the property of AVIXA. I agree to return the certificate upon request to the Certification Committee.

▶ As a Certified Technology Specialist, I will uphold and follow all policies and procedures required by the Certification Committee to remain in good standing, and abide by the CTS Code of Ethics and Conduct.

***Failure to abide by the CTS Code of Ethics and Conduct shall constitute grounds for denial or revocation of certification.***

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NOTE: Applicants and stakeholders should download the most up-to-date free edition of the CTS Candidate Handbook that may include important policy and procedure updates by going to the AVIXA website at [www.AVIXA.org](http://www.AVIXA.org). Date of this version is 08/16/18 ©2018 AVIXA