# "A Glorious Time!" Event Planning & Consulting



### **CODE OF ETHICS**

"A Glorious Time!" Event Planning & Consulting will always operate under the guiding principles of integrity, cooperation, trust, and a commitment to exceeding the expectations of our clients. We understand that our success depends on the ability to consistently deliver products and/or services that effectively and efficiently address our clients' needs.

## Confidentiality

We are committed to maintaining the highest degree of integrity in all dealings with potential, current and past clients, both in terms of normal commercial confidentiality and the protection of all personal information received during the course of providing the requested business service(s). Unless given explicit instructions to share proprietary information/data with a particular individual or entity, all information/data will be handled with the utmost confidentiality within the contracted period of work as well as beyond. In addition, we will not use any confidential information gained through a professional association with a client for personal benefit or gain.

### **Ethics**

We will always conduct our services honestly and honorably with the highest level of professionalism. As such, we expect our clients and suppliers to do the same. In addition, our strategic assistance and advice will always take into consideration a client's moral position as we aspire to develop long-term, mutually beneficial professional associations. If a conflict of interest presents itself, we will immediately contact the client and defer the final decision as to how to properly handle the matter to the client and/or the client's company/organization.

### **Duty of Care**

Our actions and advice will always honor the language and spirit of the law. In addition, we believe all businesses and organizations with which we have a professional association should avoid causing any adverse impact on the human rights of the people within their company/organization, the local and wider environments, and the well-being of society at-large.

# **Intellectual Property and Moral Rights**

We retain the moral rights in, and ownership of, all intellectual property that we create unless agreed otherwise in advance with our clients. In return, we respect the moral and intellectual copyright vested in our clients' intellectual property.

### **Professional Conduct**

All transactions are conducted with the highest level of professionalism and integrity; therefore, we would never engage in any activity/practice - business or social - that would call into question a client's decision to do business with us or bring the advertising profession into disrepute. We take great care to be completely objective in our judgment, and any recommendations that we give should an issue arise, will never be influenced by anything other than the best and proper interests of our clients. Indeed, we are committed to being a good corporate citizen anywhere we conduct business.

### **Equality and Discrimination**

We will always strive to be fair and objective in our advice and actions with all prospective clients and suppliers. Therefore, a prospective client or supplier's gender, race, creed, color, age, sexual orientation, or personal disability will never influence whether our company decides to establish a professional association. Indeed, diversity is what has facilitated the explosive growth of the event planning industry and our company embraces it at every opportunity.