



Code of Ethical Conduct and Professional Standards

The IIBA **Code of Ethical Conduct and Professional Standards** for ECBA™, CCBA®, CBAP®, IIBA®- AAC, IIBA®- CBDA, IIBA®- CCA and IIBA®- CPOA applicants and certificate / certification holders is one of the ways that we put IIBA's values into practice. **You must read and agree to this *Code of Ethical Conduct and Professional Standards* in order to be able to proceed with your application or exam registration.**

As an Entry Certificate in Business Analysis™ (ECBA™), Certification of Capability in Business Analysis™ (CCBA®), Certified Business Analysis Professional™ (CBAP®), IIBA® Agile Analysis Certification (IIBA® AAC), IIBA® Certification in Business Data Analytics (IIBA® - CBDA), IIBA® Certificate in Cybersecurity Analysis (IIBA® - CCA), IIBA® Certificate in Product Ownership Analysis (IIBA®- CPOA) recipient, I agree to support and adhere to the responsibilities described in the **Code of Ethical Conduct and Professional Standards**.

Any ECBA™, CCBA®, CBAP®, IIBA® - AAC, IIBA® - CBDA, IIBA® - CCA and IIBA®- CPOA exam candidate or recipient who intentionally or knowingly violates any provision of the **Code of Ethical Conduct and Professional Standards** will be subject to action by a review panel, which may result in the rejection of the application or exam registration, denial to sit the exam, and revocation of the ECBA™, CCBA®, CBAP®, IIBA® - AAC, IIBA® - CBDA, IIBA® - CCA and/or IIBA®- CPOA credential.

RESPONSIBILITIES TO THE PROFESSION

Compliance with IIBA® Certification Rules and Policies

- Responsibility to abide by exam testing rules and policies. Engaging in prohibited conduct while taking the examination is strictly prohibited. Prohibited conduct includes but is not limited to the use of notes containing examination information in the testing room, or/and, in other areas within the testing facility during breaks as appropriate.
- Responsibility to keep confidential the contents of the ECBA™, CCBA®, CBAP®, IIBA® - AAC, IIBA® - CBDA, IIBA® - CCA and IIBA®- CPOA exam, including questions, scenarios and cases. Disclosure is strictly prohibited and includes but is not limited to communication to colleagues, other exam candidates, and exam review course instructors.
- Responsibility to report to IIBA any type of exam-related security or misconduct issue, including disclosure of content by others that the ECBA™, CCBA®, CBAP®, IIBA®- AAC, IIBA® - CBDA, IIBA® - CCA and IIBA®- CPOA exam candidate or recipient becomes aware of.

Compliance with all Organizational Rules and Policies

- Responsibility to provide accurate and truthful representations concerning all information directly or indirectly related to all aspects of the ECBA™ Program, CCBA® Certification Program, CBAP® Certification Program, IIBA® - AAC Program, IIBA® - CBDA Program, IIBA® - CCA Program and IIBA®-CPOA Program including but not limited to the following: examination applications or registrations, test item banks, examinations, answer sheets, candidate information sheets and CCBA®, CBAP®, IIBA® - AAC and IIBA® - CBDA recertification program reporting forms.
- Upon a reasonable and clear factual basis, responsibility to report possible violations of the ECBA™, CCBA®, CBAP®, IIBA® - AAC, IIBA® - CBDA, IIBA® - CCA and IIBA®-CPOA **Code of Ethical Conduct and Professional Standards** by individuals in the field of analysis.
- Responsibility to cooperate with the IIBA® Certification Body concerning ethics violations and the collection of related information.
- Responsibility to disclose to clients, customers, owners or contractors, significant circumstances that could be construed as a conflict of interest or an appearance of impropriety.

Candidates Professional Practice

- Responsibility to provide accurate, truthful advertising and representations concerning qualifications, experience, and performance of services.
- Responsibility to render only those services for which you are fully competent and qualified.
- Responsibility to comply with laws, regulations, and ethical standards governing professional practice in the state/province and/or country where providing analysis services.
- Responsibility to respect the trust and privileges granted to you.

Advancement of the Profession

- Responsibility to recognize and respect intellectual property developed or owned by others and to act in an accurate, truthful, and complete manner in relation to all professional work and research activities.
- Responsibility to report and disseminate the **Code of Ethical Conduct and Professional Standards**.
- **ECBA™ / IIBA®- CCA / IIBA®- CPOA:**
 - Responsibility to avoid professional association with those whose practices or reputation might diminish the analysis profession.
 - Responsibility to take care not to injure the reputation of other professionals through malice or indifference.
 - Responsibility to maintain your competence; keep your skills and knowledge current.
- **CCBA® / CBAP® / IIBA® - CBDA / IIBA®- AAC:**
 - Responsibility to sponsor for professional advancement the best qualified analysis professionals. All other things being equal, give preferences to those who are certified and who adhere to these principles.
 - Avoid professional association with those whose practices or reputation might diminish the analysis profession.
 - Responsibility to take care not to injure the reputation of other professionals through malice or indifference.
 - Responsibility to maintain your competence; keep your skills and knowledge current.
 - Responsibility to give generously of your time and knowledge in training others.



RESPONSIBILITIES TO THE CLIENT AND THE PUBLIC

Qualifications, Experience, and Performance of Professional Duties

- Responsibility to act honourably and legally to provide accurate and truthful representations to the public in advertising, public statements, and in the preparation of estimates concerning costs, services, and expected results.
- Responsibility to render only those services for which you are fully competent and qualified.
- Responsibility to maintain and satisfy the scope and objectives of professional service.
- Responsibility to maintain and respect the confidentiality of sensitive information obtained in the course of professional activities or otherwise where a clear obligation exists.
- Responsibility to preserve the value of their systems, applications, and information.
- Responsibility to respect their trust and the privileges granted with that trust.

Conflict of Interest Situations and Other Prohibited Professional Situations

- Responsibility to ensure that a conflict of interest does not compromise legitimate interests of a client or a customer, or influence/interfere with professional judgments.
- Responsibility to refrain from offering or accepting inappropriate payments, gifts or other forms of compensation for personal gain unless in conformity with applicable laws or customs of the country where analysis services are being provided.