



Code of Ethical Conduct

Society of Financial Examiners membership is voluntary. By accepting membership, members assume the obligation of adhering to this Code of Ethical Conduct in accordance with the SOFE Restated Bylaws. SOFE has adopted this Code of Ethical Conduct to provide guidance to all members in the performance of their professional responsibilities. SOFE members must adhere to the following five principles at all times during their membership.

- ✓ **Integrity** - Members, at all times, must demonstrate the qualities of honesty and trustworthiness.
- ✓ **Objectivity** - Members must maintain objectivity and be free of conflicts of interest in discharging their professional responsibilities. Members must not allow bias, conflict of interest, or undue influence of others to override their professional or business judgments.
- ✓ **Professional Competence and Due Care** - Members must maintain professional knowledge and skill based on the current developments in practice, legislation, and techniques. Members are responsible for performing their job duties to the best of their ability using due diligence and in accordance with applicable professional standards.
- ✓ **Confidentiality** - Members must maintain the privacy and confidentiality of information acquired as a result of professional and business relationships, and therefore not disclose any such information unless disclosure is legally permitted, nor use the information for personal advantage of the member or third parties.
- ✓ **Professional Behavior** - Members must comply with relevant laws and regulations and avoid any action that discredits themselves or the Society of Financial Examiners. Members must not use, or attempt to use, their official position to obtain improper privileges or exemption for themselves or others.

Members, at all times, must adhere to the Society of Financial Examiners' Oath regarding tests and examinations, incorporated by reference into this Code.

Actions for disciplinary sanction for violations of this Code of Ethical Conduct may be brought before the Board only by a member of the Professional Standards Committee.