
Code of Ethics

Guided by HPCSA

As a registered professional practitioner, Annemarie Jordaan has to act in the interest of all its stakeholders. She, and anyone who is employed or associates with the practice shall at all times behave in such a manner as to demonstrate the values of the profession; and protecting the integrity and branding of the practice.

Competent & Ethical conduct

When entering into a service agreement, Annemarie Jordaan and any others associated with the practice, will ensure that they have the competence to serve their client in order to meet the service needs. High standards, honesty and ethical conduct is expected from anyone acting on behalf of the practice. Any areas of service in which Annemarie Jordaan does not feel competent, she will disclose to the client such.

Conflict of interest

All associates shall proactively declare outside interests and obtain written permission to continue with such activities should it not interfere with the interests of the practice and the fulfilment of their responsibilities.

Any conflict of interest that may arise and any material transaction or relationship that reasonably could give rise to conflict shall be reported to Annemarie Jordaan. She will also declare any potential areas of conflict in her agreements with clients.

Provision of information

Annemarie Jordaan shall provide and strive to provide full, fair, accurate and timely financial and other information to guide decision making, to adhere to statutory requirements and to ensure accuracy and transparency in annual reports to shareholders.

Confidential information

Annemarie Jordaan and any associates shall not disclose confidential information concerning the practice, its business, its associates or its clients to any person, entity or competitor unless expressly approved by herself or as required by law. Exceptions to confidentiality may apply in certain circumstances (such as the intent to harm others).

Responsible Citizenship

As responsible corporate citizen of the Republic of South Africa, Annemarie Jordaan and any associates shall respect and uphold the laws of the country and the values enshrined in the Constitution. Upholding and respecting human rights is core to how business is conducted at the practice.

Annemarie Jordaan and any associates shall strive to contribute towards the development and well-being of its people and the physical, social and economic environment within which we function.

As an entity who serves people, we endeavour to:

- Treat all people with fairness and dignity,
- Ensure a safe environment in which our service are conducted, and
- Stand against any forms of child labour or modern slavery.



Responsibility for Compliance

Annemarie Jordaan shall all comply and take all reasonable actions to cause others to comply with the governmental laws, rules and regulations. No dishonest behaviour such as theft or fraud will be tolerated in the dealings of the business.

Reporting of violations

Annemarie Jordaan and her associates shall all take responsibility for promptly reporting violations of this Code to the HPCSA. The process and steps for reporting suspicious or unethical behavior is available on the HPCSA website (www.hpcs.co.za).

I accept and commit to adhere to the Assessment Service Code of Ethics