



## **CEP CERTIFICATION LLC**

### **CERTIFIED ELECTRICAL PROFESSIONAL PROGRAMS**

#### **CODE OF ETHICS**

##### **Introduction**

CEP Certification LLC (CEP) is a professional credentialing organization dedicated to promoting excellence in quality electrical distribution services. CEP administers programs for the improvement of the electrical distribution industry through assessment, testing, continuing education, recertification, and other activities.

The CEP Governing Council has been established to administer and supervise CEP Certification Programs, including the Certified Electrical Professional Program (CEP) Program and the following credentials: Certified Electrical Professional-Inside Sales (CEP-IS); and, Certified Electrical Professional-Outside Sales (CEP-OS). CEP certifies qualified professionals in the field of electrical distribution services, who have met the professional knowledge standards established by the Governing Council. Regardless of any other professional affiliation, the CEP Code of Ethics (Code) applies to: each individual certified by CEP as a Certified Electrical Professional (CEP) (certificants); and, each individual seeking CEP certification (applicants).

The Code of Ethics establishes the minimal ethical standards for the professional behavior of CEP certificants and applicants. The Code is designed to provide both appropriate ethical practice guidelines and enforceable standards of conduct for all certificants and applicants. The Code also serves as a professional resource for individuals in the fields of electrical distribution sales, as well as for those served by CEP certificants and applicants.

##### **Preamble/General Guidelines**

CEP is dedicated to the implementation of appropriate, professional standards designed to serve the public, employers, customers, and the electrical distribution industry. First and foremost, CEP certificants and applicants give priority to providing quality, professional services in a manner that promotes integrity and reflects positively on the profession, consistent with accepted moral, ethical, and legal standards.

As professionals in the field of electrical distribution, CEP certificants and applicants have the obligations to: act with integrity, and consistent with high standards of professional conduct;

accept responsibility for their actions; continually seek to enhance their professional capabilities; practice with fairness and honesty; and, encourage others to act in a professional manner, consistent with the certification standards and responsibilities set forth below.

**I. Compliance with Legal Requirements and Organizational Standards Related to the Profession.**

Certified Electrical Professional (CEP) compliance with all legal and professional standards and requirements related to professional activities.

CEP certificants and applicants must:

- A. Comply with laws and governmental regulations governing electrical distribution industry practices and related professional activities.
- B. Refrain from behavior involving dishonesty, fraud, deceit, or misrepresentation.
- C. Refrain from unlawful discrimination in professional activities, including discrimination based on age, race, gender, ethnicity, sexual orientation, gender orientation, religion, national origin, or disability. Professional activities include relationships with customers, employers, and other professionals.
- D. Refrain from other conduct or behavior that is clearly contrary to legal, ethical, or accepted professional standards or requirements.

**II. Compliance with CEP Organizational Policies and Rules.**

Certified Electrical Professional (CEP) compliance with all CEP organizational and Certification Program policies and rules.

CEP certificants and applicants must:

- A. Provide accurate, complete, and truthful representations to CEP concerning all certification and recertification information.
- B. Maintain the security of CEP examination information and materials, including the prevention of unauthorized disclosures of such test information.
- C. Cooperate with CEP concerning ethics matters and the collection of information related to an ethics matter.

**III. Performance of Professional Services and Other Activities.**

Certified Electrical Professional (CEP) performance of professional services and related activities.

CEP certificants and applicants must:

- A. Deliver competent services with objective and independent professional judgment.
- B. Be accountable and responsible for professional actions and behaviors.
- C. Recognize the limitations of one's professional ability and provide services only when qualified. The certificant/applicant is responsible for determining the limits of his/her own professional abilities based on education, knowledge, skills, practice experience, and other relevant considerations.
- D. Act in a manner that will not compromise professional judgment, or the obligation to deal fairly with customers, employers, and other professionals.
- E. Protect the privacy of all customers, and refrain from providing customer information to third parties without the appropriate permission and authorization.
- F. Maintain and protect the confidentiality of private or otherwise sensitive employer and business information unless: the information is reasonably understood to pertain to an unlawful activity; a court governmental agency directs the release of confidential information; or, the employer expressly authorizes the release of specific confidential information.
- G. Provide customers with truthful and accurate information concerning products and professional services.
- H. Properly use professional credentials, titles, and/or degrees, and provide truthful and accurate representations concerning education, experience, qualifications, competency, and the performance of services or sale of products.
- I. Provide truthful and accurate representations in advertising, public statements, and other representations concerning products, services, fees, and product performance.
- J. Recognize and respect the intellectual property rights of others with respect to all professional activities.

**IV. Avoidance of Conflicts of Interest and the Appearance of Impropriety.**

Certified Electrical Professional (CEP) avoidance of conflicts of interest and other appearance of impropriety related to professional activities.

CEP certificants and applicants must:

- A. Disclose to employers, customers, and suppliers significant circumstances that could be construed as a potential conflict of interest, or as involving an appearance of impropriety.
- B. Avoid conduct that could cause a conflict of interest with an employer, customer, or supplier.
- C. Assure that a conflict of interest does not compromise legitimate interests of an employer, customer, or supplier, and does not influence or interfere with professional judgments.
- D. Refrain from offering or accepting significant payments, gifts, or other forms of compensation or benefits that are intended to influence professional judgment.