



## CODE OF ETHICS AND PROFESSIONAL STANDARDS

### Policy Statement:

This code, comprising of Ten Principles, is sponsored by the Internationale Kommission der Detektiv-Verbände, 'IKD' and has been approved by its Executive members. It is a reflection of the way in which all Professional Investigators in the private sector should conduct their business according to rigorous ethical, fair, professional and legal standards.

"Professional Investigator" means any commercial service provider from the investigative sector acting in accordance with its respective national regulation, if any, and the definition contained in paragraph C of the document 'Common Minimum Standard' approved by the IKD in Zaragoza, on October 5, 2007, and amended in Walsall, on April 18, 2008.

It flows from our determination to:

- Be fair
- Be transparent
- Be accountable
- Be honest
- Be cautious
- Be thorough
- Be law abiding
- Be mindful of the confidentiality of that with which we are entrusted
- Protect and enhance the reputation of the profession and its professionals.

All member organisations of the IKD will propose to its respective General Assembly or other competent organ of governance to adopt a Code of Ethics, which respects the principles and provisions of this document.

### Principle 1 – Responsibility and Accountability

Professional Investigators are personally responsible and accountable for their actions or omissions, as are their employees and other persons hired to assist in the execution of their instructions. It must be ensured that the latter adhere to this Code of Ethics and Professional Standards.



## Principle 2 – Honesty and Integrity

Professional Investigators shall act with honesty, integrity and must not compromise their position, the profession or their clients.

Any member shall inform his client, in a professional and prudent way, about the possibilities of any investigation requested and shall provide the client with an estimation of cost. When a budget could not be estimated, the member shall inform the client about the invoicing criteria.

## Principle 3 – Caution, Thoroughness and Competence

Professional Investigators shall (a) verify the credentials of the client and the purpose of the instructions to ensure that they have lawful, justified, proportional and moral reasons to request the investigation and (b) maintain suitable competence and resources to meet the clients' managed expectations.

## Principle 4 – Conflict of Interest

A Professional Investigator shall not accept instructions when having a personal or conflicting interest in the subject matter. In case that the conflict is detected during the execution of the instructions, the Professional Investigator will inform the client and address the issue.

## Principle 5 – Acting within the Law

Professional Investigators shall act within the legal regulations that apply in each country where they are conducting their work and refrain from carrying out any act that they know, or ought to know, is unlawful, or contrary to this policy.

## Principle 6 – Authority, Respect and Courtesy

Professional Investigators shall not abuse their position and must respect the rights of all individuals.

Professional Investigators shall act with self-control and tolerance, treating everyone with whom they come into contact, during the course of their activities, with respect, fairness and courtesy.



The execution of instructions will be conducted with the minimum intrusion possible to achieve the reasonable and lawful expectations of the instructions.

#### Principle 7 – Equality

Professional Investigators shall act with fairness and impartiality. They will not discriminate unlawfully on the grounds of sex, race, colour, language, religion or belief, political or other opinion, national or social origin, association with a national minority, disability, age, sexual orientation, property, birth or other status.

#### Principle 8 – Confidentiality

Professional Investigators shall treat information with which they are entrusted during the course of their investigative business with respect and access or disclose it only for the purposes for which it is intended or an overriding legal obligation; attending to all instructions within the principles of the prevailing privacy and data protection regulations.

#### Principle 9 – General Conduct

Professional Investigators shall act in a professional manner.

They must not behave in a manner, which brings, or is likely to bring, discredit upon the profession, its professionals or any of their clients, or act in a way that undermines or is likely to undermine confidence in the profession, its professionals or that of any of their clients.

#### Principle 10 – Challenging and Reporting Improper Conduct

Professional Investigators are expected to challenge and when appropriate take action or report breaches of this code and the improper conduct of colleagues to its national professional body.

This Code of Ethics and Professional Standards were approved at the Executive Meeting of IKD, in Barcelona, on April 17, 2015.

Tony Imossi  
Secretary General