



# CODE *of* PROFESSIONAL ETHICS

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## A MEMBER SHALL:

### ONE

Be fair and impartial toward each participant in all aspects of reported proceedings, and always offer to provide comparable services to all parties in a proceeding.

### TWO

Be alert to situations that are conflicts of interest or that may give the appearance of a conflict of interest. If a conflict or a potential conflict arises, the Member shall disclose that conflict or potential conflict.

### THREE

Guard against not only the fact but the appearance of impropriety.

### FOUR

Preserve the confidentiality and ensure the security of information, oral or written, entrusted to the Member by any of the parties in a proceeding.

### FIVE

Be truthful and accurate when making public statements or when advertising the Member's qualifications or the services provided.

### SIX

Refrain, as an official reporter, from freelance reporting activities that interfere with official duties and obligations.

### SEVEN

Determine fees independently, except when established by statute or court order, entering into no unlawful agreements with others with respect to fees to any user.

### EIGHT

Refrain from giving, directly or indirectly, any gift or anything of value to attorneys or their staff, other clients or their staff, or any other persons or entities associated with any litigation, which exceeds \$150 in the aggregate per recipient each year. Nothing offered in exchange for future work is permissible, regardless of its value. Pro bono services as defined by the NCRA Guidelines for Professional Practice or by applicable state and local laws, rules and regulations are permissible in any amount.

### NINE

Maintain the integrity of the reporting profession.

### TEN

Abide by the NCRA Constitution & Bylaws.



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