

WEBSITE

Career Advice for Your Future website - www.career4work.com.au is free for all users. It does not ask for user details, and it has no mechanism for identifying users, collecting or storing individual's personal details, or tracking an individual's searches.

Information relating to clients engaging in Career Call or Career Coaching is stored for the purpose of providing a follow-up service initiated by the client. Records will not be held longer than 60 days.

CLIENT INFORMATION

Client information will not be shared, sold, or distributed to another party unless required under Australian State or Commonwealth Law.

CLIENTS UNDER 18 YEARS

Clients under the age of 18 must have permission to engage in a service provide by Career Advice for Your Future.

DISCLAIMER

- Career Advice for Your Future is an ethical and professional service. Every effort is made to ensure the information on the www.career4work.com.au website and provided through career services is up to date. Individual clients are responsible for checking information they read or receive.
- Through www.career4work.com.au, you are able to link to external websites. The external links have been chosen carefully, however, their inclusion does not imply a recommendation or endorsement. Each external website is governed by their own privacy policy.
- Ensuring safety online, including personal privacy, is your personal responsibility.
- *Career Advice for Your Future* is not liable for technology being temporarily unavailable. Every endeavour is made to mitigate against interruptions to services caused by technological problems.

ETHICAL PRINCIPLES

Career Advice for Your Future is committed to the following 12 Ethical Principles for Business
[12 Ethical Principles for Business](#)

1. HONESTY. Ethical executives are honest and truthful in all their dealings and they do not deliberately mislead or deceive others by misrepresentations, overstatements, partial truths, selective omissions, or any other means.

2. INTEGRITY. Ethical executives demonstrate personal integrity and the courage of their convictions by doing what they think is right even when there is great pressure to do otherwise; they are principled, honourable and upright; they will fight for their beliefs. They will not sacrifice principle for expediency, be hypocritical, or unscrupulous.

3. PROMISE-KEEPING & TRUSTWORTHINESS. Ethical executives are worthy of trust. They are candid and forthcoming in supplying relevant information and correcting misapprehensions of fact, and they make every reasonable effort to fulfil the letter and spirit of their promises and commitments. They do not interpret agreements in an unreasonably technical or legalistic manner in order to rationalize non-compliance or create justifications for escaping their commitments.

4. LOYALTY. Ethical executives are worthy of trust, demonstrate fidelity and loyalty to persons and institutions by friendship in adversity, support and devotion to duty; they do not use or disclose information learned in confidence for personal advantage. They safeguard the ability to make independent professional judgments by scrupulously avoiding undue influences and conflicts of interest. They are loyal to their companies and colleagues and if they decide to accept other employment, they provide reasonable notice, respect the proprietary information of their former employer, and refuse to engage in any activities that take undue advantage of their previous positions.

5. FAIRNESS. Ethical executives are fair and just in all dealings; they do not exercise power arbitrarily, and do not use overreaching nor indecent means to gain or maintain any advantage nor take undue advantage of another's mistakes or difficulties. Fair persons manifest a commitment to justice, the equal treatment of individuals, tolerance for and acceptance of diversity, they are open-minded; they are willing to admit they are wrong and, where appropriate, change their positions and beliefs.

6. CONCERN FOR OTHERS. Ethical executives are caring, compassionate, benevolent and kind; they like the [Golden Rule](#), help those in need, and seek to accomplish their business objectives in a manner that causes the least harm and the greatest positive good.

7. RESPECT FOR OTHERS. Ethical executives demonstrate respect for the human dignity, autonomy, privacy, rights, and interests of all those who have a stake in their decisions; they are courteous and treat all people with equal respect and dignity regardless of sex, race or national origin.

8. LAW ABIDING. Ethical executives abide by laws, rules and regulations relating to their business activities.

9. COMMITMENT TO EXCELLENCE. Ethical executives pursue excellence in performing their duties, are well informed and prepared, and constantly endeavour to increase their proficiency in all areas of responsibility.

10. LEADERSHIP. Ethical executives are conscious of the responsibilities and opportunities of their position of leadership and seek to be positive ethical role models by their own conduct and by helping to create an environment in which principled reasoning and ethical decision making are highly prized.

11. REPUTATION AND MORALE. Ethical executives seek to protect and build the company's good reputation and the morale of its employees by engaging in no conduct that might undermine respect and by taking whatever actions are necessary to correct or prevent inappropriate conduct of others.

12. ACCOUNTABILITY. Ethical executives acknowledge and accept personal accountability for the ethical quality of their decisions and omissions to themselves, their colleagues, their companies, and their communities.

MEMBERSHIP

Carole Demirdjian, Director of Career Advice for Your Future, is a professional member of the following professional associations:

- [Career Development Association of Australia](#) – Registration Number 7775
- [Career Industry Council of Australia](#) – Registration Number: 1253