

Policy #3
Standards of Conduct

Next review: January 31, 2023

Effective date: June 1, 2023

CAFM certified professionals and approved candidates for certification must adhere to a Code of Professional Responsibility, agreeing to:

- a) Perform professional duties in accordance with the law and the highest moral principles. Noncompliance includes any acts or omissions amounting to unprofessional conduct and deemed prejudicial to the certification.
- b) Observe the precepts of truthfulness, honesty, and integrity.
- c) Be faithful, competent, and diligent in discharging their professional duties.
- d) Safeguard confidential and privileged information and exercise due care to prevent its improper disclosure.
- e) Not maliciously injure the professional reputation or practice of colleagues, clients, or employees, to include but not limited to NAFA, its officers and staff, the CAFM Commission, and the CAFM program.

Any act deemed prejudicial to the certification may result in denial of approval to take the certification examination or disciplinary action by the CAFM Commission, up to and including suspension or revocation of certification or candidacy. Such acts may include, but are not limited to:

- a) Providing false or misleading statements or information when applying to take the certification examination or to recertify.
- b) Any act or omission that violates the provisions of the CAFM Code of Professional Responsibility or published CAFM rules and policies.
- c) Failure to cooperate with the CAFM Commission in performance of its duties in investigating any allegation against an applicant, candidate, or certificant.
- d) Knowingly violating the law in the course of the CAFM's professional activities, including, but not limited to fraud, embezzlement, misappropriation of property, or unlawful discrimination. Allegations of violations of this section must be based on an independent finding of a violation of the law by a court of competent jurisdiction or an administrative or regulatory body.
- e) Failure to report and willfully concealing one's knowledge of illegal activity related to fleet management.
- f) Violation of other CAFM certification or credential standards resulting in revocation or other discipline.
- g) Knowingly making false statements of material fact in any professional context, including falsification of academic, employment, or credentialing records.
- h) Failure to disclose one's own actual conflict of interest to a third party decision-making body, where such conflict would be material to such body's deliberations or decision-making process. Such third party may be a board of directors, a committee of the board, a client, or an employer.
- i) Failure to adhere to the acceptance of commissions, remuneration or other benefits in connection with the scope of the certificant's employment.
- j) Unauthorized, material disclosure of confidential information except when required by law, whether or not disclosure results in damage to the owner of the confidential information.
- k) Willful disregard of lawful board of director directives that materially undermines the interests of the organization.

In the course of applying for certification or renewal, certificants are to be made aware of the bases for which certification can be revoked.

The Professional Conduct Committee shall be empowered to investigate, deliberate, and bring to resolution, according to these Rules and Procedures, all offenses made against certificants.

The CAFM Commission, including recommended action by the Professional Conduct Committee as delegated by these procedures, is the only entity authorized to make final decisions with respect to suspension, revocation, or other disciplinary actions.