



PRINCIPLES FOR ETHICAL PROFESSIONAL PRACTICE

PREAMBLE

The dedicated individuals who make up the membership of the National Association of Colleges and Employers (NACE) are involved in an important process—helping students choose, prepare for, and attain personally rewarding careers.

NACE's *Principles for Ethical Professional Practice* are designed to provide everyone involved in the career development and employment process with two basic precepts on which to base their efforts: maintain a recruitment process that is fair and equitable; support informed and responsible decision making by candidates.

The environment in which we all work is subject to continuous and rapid change, with advances in technology, increased competition, diversifying constituencies, and differences among generations. Therefore, the Principles are intended to serve as an enduring framework within which those involved in the career development and employment processes operate and as a foundation upon which professionalism and ethical behavior are promoted. NACE members are expected to use the Principles to guide processes, decisions, and outcomes.

The Principles for Ethical Professional Practice Committee is in place to provide leadership in the ethics area and facilitate the ongoing dialogue on ethics-related issues. The committee also provides advisory opinions to members on the application of the Principles, acts as an informational clearinghouse for various ethical issues, and periodically reviews and recommends changes to the Principles.

PRINCIPLES

1. Practice reasonable, responsible, and transparent behavior ...

... that consciously avoids harmful actions by embodying high ethical standards.

... by clearly articulating and widely disseminating your organization's policies and guidelines.

... that guarantees equitable services for all constituencies.

... that is commensurate with professional association standards and principles.

... when resolving differences and addressing concerns.

... by nurturing sustainable relationships that are respectful and transcend transactions.

2. Act without bias ...

... when advising, servicing, interviewing, or making employment decisions.

... when defining what constitutes employment.

3. Ensure equitable access ...

... without stipulation or exception relative to contributions of financial support, gifts, affiliation, or in-kind services.

... in the provision of services and opportunities without discriminating on the basis of race, gender, gender identity, ethnicity, sexual orientation, religion, national origin, disability, age, economic status, or veteran status.

... by proactively addressing inclusivity and diversity.

4. Comply with laws ...

... associated with local, state, and federal entities, including but not limited to EEO compliance, immigration, and affirmative action.

... in a timely and appropriate way if complaints of non-compliance occur.

... and respond to complaints of non-compliance in a timely and prudent manner.

5. Protect confidentiality of ...

... all personal information related to candidates and their interviews, and their engagement with services, programs, and resources.

... student information related to professional plans.

Approved by the NACE Board of Directors. Posted June 2017. Updated October 2019.