



# **ASSOCIATION OF NOTETAKING PROFESSIONALS**

## **CODE OF PRACTICE AND ETHICS**

### **CODE OF PRACTICE**

Issues of professional competence, practice, and procedure:

1. Notetakers should always show respect for the people they work for and not discriminate.
2. Notetakers should keep all information strictly confidential.
3. Notetakers should only accept assignments that they have sufficient skill, experience and competence to undertake.
4. Notetakers should provide the best notes possible whilst continuing to develop their skills.
5. The notes are the property of the person for whom they were taken.
6. Notetakers should endeavour to take down information accurately, remembering they are not responsible for what is said - only for conveying the information through their notes.
7. Notetakers should not offer their advice or opinion on anything discussed by people in the room at an assignment.
8. Notetakers should be punctual, preferably arriving before the specified time to ensure the assignment is efficiently and professionally managed.
9. Notetakers should not accept an assignment in a situation or for a subject on which their impartiality could be seriously questioned.
10. Notetakers have the right to refuse an assignment without giving a reason.
11. An assignment, once accepted, should not be cancelled without good reason.



12. If cancellation is unavoidable at short notice, an appropriate replacement of equivalent skill should be sought.
13. Notetakers should dress and act appropriately in all situations.
14. Notetakers should request payment in a professional manner.
15. Notetakers will be aware of the laws pertaining to their professional activities and their professional relationship with their client.

## **CODE OF ETHICS**

Principles that must underpin the work of the Professional Notetaker:

1. Act justly and fairly towards other people.
2. Recognise the personal choices another person makes.
  3. Be honest.
  4. Do no harm.