



BUSINESS ANALYST CERTIFICATION
CODE OF ETHICS

September 2020 - version 2020 v.1

Revision History

Date	Version	Author	Description
Year 2020	1.0	QBAI [®]	Code of Ethics – First Version

CODE OF ETHICS

QBAI®'s Code of Ethics applies to all stakeholders interested in the Association and to those involved in the activities of the Association belonging to the following categories:

- members (in particular, members of the Board of Directors, responsible for the local offices);
- College and University students;
- students and recipients of training projects;
- company's personnel;
- volunteers, including community service volunteers;
- collaborators, consultants, and professionals;
- supporters and Donors (either natural persons, legal persons, or and institutions);
- partners (i.e. other associations, foundations, non-governmental organizations, etc.);
- authorities, institutions, and public bodies, in particular operating in the education sector.

The respect of the Code of Ethics, enforced since January 2020, is required to perform the following functions.

- QBAI® Associates are required to join and contribute to the Association's purposes.
- Relations between Members, Collaborators, Partners, and everyone else involved in the activities of the Association, must be based on the principles of honesty, loyalty, transparency, collaboration, and efficiency.

- QBAI® bases its foundations on the principles of good faith, honesty, transparency, and accountability.
- The activities of the Association must be carried out in full compliance with the law and internal regulations.
- The teachings are based on a theoretical training course, practical exercises, and design analysis. QBAI® delivers certifications through an e-learning methodological and didactic model designed to guarantee quality.
- Within the Association, any discrimination based on religion, race, nationality, sex, physical condition, age, and membership of political parties is prohibited. All activities should be conducted in compliance with the law and internal regulations.
- Any type of misconduct, practice of corruption, and/or other direct action, even through third parties, aimed at obtaining personal advantages for oneself or for others, which may in some way harm the image of QBAI®, is prohibited.
- The Member who have been given an assignment undertake to carry it out with responsibility, efficiency, professionalism, autonomy, transparency, in full compliance with the agreed programs and objectives, in a totally disinterested way, and with a spirit of service.
- Any type of assignment, paid or unpaid, conferred by QBAI® to Members or others, is conferred on the basis of professionalism, acquired skills, and the availability of that person.
- QBAI® protects the privacy of its Members, Collaborators, Partners, and everyone else involved in the activities of the Association according to the regulations in force, undertaking not to disclose personal data, for reasons other than the activity of the Association, without the consent of the interested party, and without prejudice to the obligations established by law.

- All Members are required to comply with the rules related to property rights, including copyrights and patents.
- QBAI® undertakes to disseminate the Code, publishing it on its Internet website: **www.qbai.org** and using all the communication tools it deems appropriate.
- QBAI® and its Members all undertake to inform third parties about the commitments and obligations indicated by the Code, demanding compliance with them.
- Any behavior contrary to the commitments, obligations, and spirit of the Code will be sanctioned by the Board of Directors. Any appeals will be decided in the appropriate offices.