

Association of Independent Computer Specialists

Code of practice

- AICS members will not misrepresent their experience or capabilities and will carry out any work undertaken to the best of their ability.
- AICS members will divulge any relevant commercial interests they may have when recommending services or items of hardware or software.
- AICS members will not start work for a client until clear terms have been agreed, preferably in writing.
- AICS members will accept full responsibility for any work that they sub-contract.
- AICS members will make all reasonable endeavours to see each and every job they start through to the agreed conclusion.
- AICS members will, at the request of a client, agree to submit any dispute to a mediator appointed by the AICS Council.
- AICS members will ensure that the ownership of any intellectual property rights that might arise from work for a client is made clear to the client before that work starts.
- AICS members will not disclose any confidential information about a client's business to a third party without first obtaining the client's express permission to do so.
- AICS members will give a copy of this Code of Practice to every prospective client at the time of quotation.

Revised code agreed unanimously by the AICS Council 12 December 2001