

**COMMUNITY FUTURES DEVELOPMENT CORPORATION
OF THE SUNSHINE COAST**

POLICY STATEMENT FOR CFDC BUSINESS SERVICES DIRECTORY

This directory is intended as a service to the business community. The listing of any particular individual or organization does not imply endorsement by Community Futures Development Corporation of the Sunshine Coast (CFDC). CFDC has not investigated individuals or organizations listed in this directory and CFDC will not monitor or review their performance. However, each of the practitioners listed has declared in writing to CFDC that they comply with the following standards.

1. Listed practitioners will:

- Undertake only those assignments for which they are properly qualified to carry out, and refer clients to other resources when appropriate or necessary.
- Confirm to each client in writing the objectives, responsibilities, terms of reference, fees or costs, and terms of business for the assignment.

2. Listed practitioners might provide services to clients who may be in competition with each other or who offer similar services or products. At all times practitioners will:

- Respect the confidentiality of all business information to which they have access, both during and after the assignment, and take all necessary measures to prevent inadvertent disclosure of confidential information.
- Obtain agreement from clients before releasing their names as clients or references, or any other information that might identify clients.
- Disclose promptly to their clients any potential conflicts of interest arising from their relationships with other parties, products or services.

3. Listed practitioners will put the interests of their clients first at all times. The practitioner will:

- Not engage in any conduct which is illegal or unethical, or any activity which could embarrass them or their client.
- Not accept any form of inducement which might influence the solutions they recommend.