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## **PERFORMANCE CONSULTING RULES OF ENGAGEMENT**

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I pride myself on the ethical standards I uphold and have established the following guidelines to ensure the interests of both the Consultant (me) and the Client (you) are met during our consultations.

### **BEFORE THE INITIAL CONSULTATION**

Before you commence Performance Consulting, you will be asked to read and, where applicable, complete the following documents:

- Rules of Engagement (this document)
- Performance Consulting Registration form
- Performance Consulting Agreement

All documents are available online or can be mailed to you if you do not have online access.

Once you have read these documents and signed (acknowledged online) the Consulting Agreement, you can then complete the online Consulting Registration form. Once you have submitted the online registration form, a client file will be created for you..

### **DURING YOUR SESSIONS YOUR CONSULTANT WILL...**

- Always operate in a professional manner
- Be open and honest about their level of skills
- Establish a Performance Consulting agreement with you during the first consultation
- Respect your right to confidentiality
- Avoid dual role conflict
- Avoid accepting money for referrals from any professionals that you may be referred to
- Alert you to the fact that consultations are no longer necessary when that time arises

### **YOUR CONSULTANT MAY ALSO...**

- Contact you in due course to see how you are progressing
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