

# The Association of Canadian Customs Trade Advisors (ACCTA) Member Code of Conduct and Website Submission Policy

**Effective Date:** March 11, 2026

## 1. Purpose

The **Association of Canadian Customs Trade Advisors (ACCTA)** is committed to promoting professionalism, collaboration, and ethical conduct within the Canadian customs and international trade advisory community.

This Code of Conduct establishes expectations for:

- ACCTA members
- Website contributors
- Industry participants submitting materials to ACCTA platforms

## 2. Professional Conduct

Members and contributors are expected to conduct themselves in a professional and respectful manner at all times.

Members shall:

- Act with integrity and honesty
- Maintain high professional standards
- Support ethical customs and trade compliance practices
- Respect fellow members and industry participants

## 3. Compliance With Laws

Members and contributors must comply with all applicable laws and regulations, including but not limited to:

- Canadian customs legislation
- International trade regulations
- Competition laws
- Confidentiality obligations

ACCTA does not tolerate conduct that promotes or encourages non-compliance with trade laws.

## 4. Respectful Communication

Members and contributors shall avoid:

- Harassment or discriminatory conduct
- Personal attacks
- Defamatory or misleading statements
- Disruptive behavior during ACCTA events or discussions

Professional disagreement is acceptable, but must be expressed respectfully.

## 5. Confidentiality

Members must respect confidential information obtained through:

- Professional relationships
- Client engagements
- ACCTA activities or discussions

Confidential information must not be disclosed without proper authorization.

## 6. Conflict of Interest

Members should disclose potential conflicts of interest when participating in:

- ACCTA committees
- Industry submissions
- Public commentary under ACCTA platforms

Members should avoid situations where personal or commercial interests improperly influence their actions within ACCTA.

## 7. Website Submissions

ACCTA may accept industry submissions such as:

- Articles
- Industry insights
- Commentary
- Research
- Event announcements

All submissions must:

- Be original content
- Be factually accurate to the best of the author's knowledge
- Not infringe intellectual property rights
- Not promote illegal or unethical conduct
- Be relevant to customs, trade compliance, or international trade policy

ACCTA reserves the right to **review, edit, approve, reject, or remove submissions** at its sole discretion.

## 8. Commercial Promotion

ACCTA platforms are intended primarily for **industry collaboration and knowledge sharing**.

Submissions that are purely promotional or advertising in nature may be rejected unless approved by ACCTA as part of an official sponsorship or partnership program.

## 9. Enforcement

ACCTA reserves the right to take appropriate action in response to violations of this Code of Conduct, which may include:

- Removal of submitted content
- Suspension of website access
- Revocation of membership privileges
- Other actions deemed appropriate by ACCTA leadership

## 10. Changes to This Policy

ACCTA may revise this Code of Conduct and Submission Policy periodically.

Updates will be posted on the Website with the updated **Effective Date**.

## 11. Contact

Questions regarding this policy may be directed to:

**The Association of Canadian Customs Trade Advisors (ACCTA)**

Email: [governance@accta-accdc.com](mailto:governance@accta-accdc.com)

Website: <https://accta-accdc.com>