My Policy Statement

## In My Business, I:

* + - Uphold and adhere to being a “Professional Bookkeeper.”
    - Uphold and adhere to the requirements of the Institute of Certified Bookkeepers (ICB) Professional Code of Conduct.
    - Uphold and adhere to the requirements of the TASA2009 Code of Conduct for Registered BAS Agents (The Code).
    - Uphold and promote the ethical standards of the tax profession.
    - Comply with our personal and business tax and compliance obligations.

## To Achieve This, I:

* + - Have a Quality Management System.
    - Undertake at least 90 hours over a 3-year period of Continuing Professional Education.
    - Provide training and resources to ensure I understand and apply the current business and compliance obligations for my clients.
    - Provide training and resources to ensure I understand and apply the Code.
    - Actively endorse, promote and require adherence to the Code.
    - Have a culture of transparency, accountability, ethical conduct and compliance with the Code and the tax laws.

## My Quality Management System Includes Processes for:

* + - My approach to providing services.
    - My approach to communication with Clients.
    - Review of work performed.
    - Supervision and control.
    - Record keeping in relation to services provided.
    - Recognition and required actions in relation to amending or correcting previous work including any false or misleading statements to the ATO or other Government agency.

If there was ever an issue in relation to the performance of any of our team in relation to their performance including in relation to breaches of the Code:

* + - I have systems to enable team members to report concerns.
    - My policy is to protect team members who raise any such concerns.
    - I have processes to manage and address any underperformance.
    - Appropriate records of actual or potential breaches of the Code are maintained.