



# Professionalism and Governance

## Professionalism Assignment 1 Notes

*(Recommended Time: 1 hour)*

1. **What process should you go through to determine the acceptability and appropriateness of receiving the gifts or hospitality from a supplier listed below if no formal policy exists in your company?**

- **Initialed diary**
- **A case of expensive champagne at Christmas**
- **Invitation to join a client in their marquee for a sporting event along with other suppliers**
- **Dinner for you and your partner at the client's home**
- **A holiday for you and your family on your supplier's MD's yacht**

Your answer should consider the following:

- a. Is it material/appropriate scale for you to accept?
- b. Would it cause offence to reject? Why?
- c. Is it personal to you or your family (initials don't count as personal)
- d. Would you be embarrassed to tell peers or your line manager about it
- e. Could it be perceived as inappropriate, or influential on the business relationship

The relevant standards of the Code of Professional Conduct are

- 1b acting in compliance with all relevant statutory, regulatory and other legal requirements
- 1f. not accepting or offering gifts, hospitality or services which could, or may appear to, imply an improper obligation.

**15 marks**



2. **You spot an error in a colleague's work which has already been peer reviewed and advised to the member. What do you do?**

Your answer should consider to the following:

- a. Determine impact - did it have a financial impact? Is it a systemic or one off error?
- b. Raise with colleague to allow them to rectify or inform line manager?
- c. If they don't take it forward, consider taking to line manager yourself.
- d. Bear in mind you may not be privy to all the facts, so don't act without thinking of the impact of your own actions!

The relevant standard of the Code of Professional Conduct is

- 1e conducting their professional work with proper regard to the technical and professional standards of them.

**10 marks**

3. **You and a colleague overhear a visiting client talking about a new product their company is about to launch. He expects that the announcement in three days' time of the product launch will result in a large increase in the company's share price. The client does not know you heard what he said. Your colleague suggests you both buy some of the company's shares today. What do you do?**

Your answer should consider the following:

- a. Obviously decline
- b. This is insider dealing/trading and is a criminal act under Criminal Justice Act 1993
- c. Insider dealing is any potential for profit through access to non-public information
- d. Rules are complex and there are significant differences from country to country

The relevant standards of the Code of Professional Conduct are

- 1b acting in compliance with all relevant statutory, regulatory and other legal requirements
- 4e. respect confidential information from any source and not use such information for personal or professional advantage.

**15 marks**