

# Code of professional practice for tutoring companies

## Corporate members:

1. Shall conduct their business at all times in such a way as to bring credit to the tutoring profession and to the Association.
2. Shall take no action that deliberately injures the business, reputation, or interest of fellow member organisations, other than activities accepted as normal competitive business practice.
3. Shall, at all times, act honestly in their professional dealings with clients (actual and potential), and employees.
4. Shall not, knowingly or recklessly, disseminate any false or misleading information, either on their behalf or on behalf of anyone else.
5. Shall keep up to date with developments in tutoring pedagogy and practice, curriculum and qualifications in order that they might diligently support the professional practice of tutoring.
6. Shall respect the confidentiality of all business information which comes into their possession, except from those persons entitled to receive it and unless it is illegal to do so.
7. Shall promote and seek business in a professional and ethical manner, being careful to avoid creating any unhealthy dependencies by suggesting a need for tutoring where no such need exists; accurately informing prospective clients as to the level of qualification and experience of tutors assigned them, and their location; and giving them a clear understanding of the workings of any assessment tools used.
8. Shall not claim the Association's endorsement in connection with any activity unless it has its prior written approval to do so.
9. Shall have regard for, and comply with, all the relevant laws of the country in which they are operating.
10. Shall observe this Code as it may be expanded and annotated and published from time to time and brought to their attention in TTA communications by the Disciplinary and Ethics Committee.

Date:

Signed:

**THE TUTORS'**  
ASSOCIATION