



Code of Ethics

- As a Virtual Assistant, FBS will maintain the highest ethics and honesty in all dealings with clients, colleagues and the public.
- FBS will seek to deal with colleagues, suppliers and employees in a fair and equitable manner and maintain the highest standards of personal conduct to bring credit to the Virtual Assistant profession.
- As a highly ethical Virtual Assistant, FBS will only take on projects that are within our abilities. If a project is not within our ability, the client will be notified immediately and we will provide recommendations for other highly skilled Virtual Assistants.
- Client information will be held in the strictest of confidence and will not be shared with others or used for personal gain.
- FBS highly value each client relationship and will not place one client above another.
- FBS will make a commitment to possess and increase the required knowledge, skills and training to be proficient and relevant in the provision of services.
- FBS will be honest about our intentions and never misrepresent our skills, peers or our profession as a whole, whether to networks or to prospects, clients and the community at large (virtual or otherwise).
- FBS will not knowingly be a part of any illegal or unethical activity.
- FBS will promote the Virtual Assistance industry with the utmost professionalism and give of our knowledge freely to new and existing VA's and the public.

*Source: Virtual Assistant Networking Association VA Code of Ethics.
The largest global meeting place online for aspiring and successful Virtual Assistants