



# Institute of Professional Bookkeepers of Canada

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## IPBC Code of Professional Conduct

The following Code of Professional Conduct is applicable to all Bookkeepers/Members.

### OBLIGATIONS TO THE EMPLOYER

1. To provide the employer with high-quality professional services.
2. To remain current and up to date on matters relating to the bookkeeping profession. Only by being up to date can the Bookkeeper provide the employer with high-quality professional services.
3. To protect the confidence of all aspects of the employer's business or, in the case of a non-business entity, of all matters relating to the employer.
4. To be loyal to the employer and work in the best interests of the employer.
5. Not to engage in any activity that is in conflict with the employer's interests.
6. If asked by the employer to do something not in accordance with the Bookkeeper's professional standards, to attempt first to resolve the issue within the employer's organizational structure or, if unable to resolve the situation, to resign and seek employment elsewhere. At no time should the Bookkeeper report this situation to an outside group or agency unless required to by law.

### OBLIGATIONS TO CLIENTS

1. To provide clients with high-quality professional services.
2. To remain current and up to date on matters relating to the bookkeeping profession. Only by being up to date can the Bookkeeper provide the client with high-quality professional services.
3. To protect the confidence of all aspects of the client's business or, in the case of a non-business entity, of all matters relating to the client.
4. To be loyal to the client and work in the best interests of the client.
5. Not to engage in any activity that is in conflict with the client's interests.
6. If asked to do something not in accordance with the Bookkeeper's professional standards, to attempt first to resolve the issue with the client or, if unable to resolve the situation, to resign from the engagement and, if necessary, seek legal counsel. At no time should the Bookkeeper report this situation to an outside group or agency unless required to by law.

### OBLIGATIONS TO THE BOOKKEEPING AND ACCOUNTING PROFESSIONS

1. Bookkeepers employed as internal bookkeepers should refrain from any act that would bring discredit to the bookkeeping or accounting profession.
2. Bookkeepers employed as internal bookkeepers should share new, general, nonproprietary developments in accounting with other members of the bookkeeping and accounting professions.

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## OBLIGATIONS TO SOCIETY

1. Bookkeepers engaged as public bookkeepers should at all times conduct themselves with integrity.
2. Bookkeepers engaged as public bookkeepers should, when requested or required, provide government agencies or bodies with information that, to the best of their knowledge, is correct.
3. Bookkeepers engaged as public bookkeepers should be objective in their professional judgments, actions and interpretations.

IPBC is a federally registered non profit association, meeting all Government legal requirements to provide services to our national membership.

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