



Code of Ethics

In recognition of the moral, legal and ethical standards properly expected by peers and the public from practitioners of pension plan administration, and as a member of the National Institute of Pension Administrators or an applicant for Accredited Pension Administrator or Representative, I do hereby commit myself to the following Standards of Professional Conduct.

1. *I will practice within the laws and regulations governing pension plans.*
2. *I will maintain a personal continuing education program in order to improve my competency in the administration of pension plans.*
3. *I will design and administer pension plans consistent with the expressed goals of my clients.*
4. *I will practice only within the limits of my own competence and license, and I will recommend to my clients that they seek counsel of other professionals when appropriate.*
5. *I will hold in strict confidence information obtained from my clients, except as directed by the client or a court of law.*
6. *I will deliver, on direction from my client, all documents and information essential to the administration of a plan to a successor administrator.*
7. *I will avoid conflicts of interest, but if such conflicts arise, I will resolve them so that financial gain or other personal benefit will not interfere with my obligation to serve the interests of plan participants and their beneficiaries.*
8. *I will support the professional integrity of the Association.*
9. *I will exchange ideas and experiences which will improve pension administration and assist my fellow administrators in solving problems of the profession.*
10. *I will contribute, insofar as possible, my time and talent to the promotion of the pension administration profession and the Association.*
11. *I will not engage in any discriminatory conduct or practice which shall deny to any person the benefit of employment within the pension administration profession.*
12. *I will be truthful in all advertising and solicitation of business.*
13. *I shall not engage in any activity or conduct which constitutes dishonest, deceitful, fraudulent or willfully illegal acts while conducting my practice as a pension administrator.*
14. *I will honor the integrity of the designation I hold with NIPA and respect any limitations placed upon it.*