

# Code of Professional Ethics

1. Be fair and impartial toward each participant in all aspects of reported proceedings, and always offer to provide comparable services to all parties in a proceeding.
2. Be alert to situations that are conflicts of interest or that may give the appearance of a conflict of interest. If a conflict or a potential conflict arises, the Member shall disclose that conflict or potential conflict.
3. Guard against not only the fact but the appearance of impropriety.
4. Preserve the confidentiality and ensure the security of information, oral or written, entrusted to the Member by any of the parties in the proceeding.
5. Be truthful and accurate when making public statements or when advertising the Member's qualifications or the services provided.
6. Refrain, as an official reporter, from freelance reporting activities that interfere with official duties and obligations.
7. Determine fees independently, except when established by statute or court order, entering into no unlawful agreements with other reporters on the fees to any user.
8. Refrain from giving or receiving, directly or indirectly, any gift or anything of value to or from attorneys, clients, witnesses, insurance companies or any other persons or entities associated with the litigation, or to the representatives or agents of any of the foregoing, except for (1) one item that does not exceed \$100 in the aggregate per recipient each year, or (2) two pro bono services as defined by the NCRA Guidelines for Professional Practice or by applicable state and local laws, rules and regulations. Giving or receiving incentives, rewards, financial kickbacks, or inducements in direct exchange for scheduling, use, or payment of court reporting services are expressly prohibited in any amount.
9. Maintain the integrity of the reporting profession.
10. Abide by the NCRA Constitution and Bylaws, and the SDCRA Constitution and Bylaws.

*(As adopted at the September 23, 2010 SDCRA Business Meeting.)*