

## **CODE OF ETHICS**

As a member of the International Institute of Modern Butlers, LLC, I agree to, and will, promote the following Code of Ethics for household service and hospitality professionals.

I agree that as a true service professional one must:

- 1. Act in the best interest of one's employer. Place their interest above one's own, perform and maintain the highest level of professional standards in all relationships and duties while anticipating mutual respect.**
- 2. Keep all confidences regarding employer and staff.**
- 3. Serve the employer as the employer chooses to be served while actively seeking to determine their preferred style of service.**
- 4. Seek to bring about and maintain a comfortable, safe, and secure domestic environment at all times.**
- 5. Be knowledgeable of and ensure compliance with all applicable local and national laws. Abide by the highest ethical, moral and legal standards.**
- 6. Be prepared to perform all duties diligently, impartially and responsively, to the best of ability.**
- 7. Recognize that activities outside working hours must not diminish confidence in or ability to perform all duties.**
- 8. Endeavor to improve and enhance both personally and professionally. Strive to increase service knowledge and improve your skills through training, study and the sharing of information and experiences with your peers.**
- 9. Work towards achieving a strong foundation of mutual respect between the employer and all employees. Educate and instill a healthy respect for all persons and property associated with the employer.**
- 10. Strive to maintain appropriate relationships and boundaries in all aspects of service.**
- 11. Avoid discrimination based on age, disability, gender, sexual orientation, race, national origin or family politics.**
- 12. Commit to the promotion of superlative service, through personal and professional example, mentoring, establishing industry standards, and consistent, active involvement.**