



# John Quinton-Navarro

## Toastmaster & Master of Ceremonies

for your special occasion



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## Code of Ethics

**As a Founder Member of the English Toastmasters Association®, I abide by the following Code of Ethics to promote the highest possible standards of professional conduct.**

- I will conduct myself in a professional manner and perform competently and to the highest possible standard at all times.
- I will refrain from participating in any alcoholic beverages whilst working for my clients.
- I will present or supply services honestly and without misrepresentation, avoiding the use of false, confusing, inaccurate or misleading terms, descriptions and claims.
- I will earn, establish and maintain a reputation for giving excellent quality service.
- I will render proper, fair, reasonable and efficient services to my clients.
- I will deal promptly with any issues and endeavour to make every client an advocate for my services.
- I will advise every client, as I would wish to be advised, if I were the client.
- I will make every service a brick in the foundation of confidence, without which, I would not be permanently successful.
- I recognise that other toastmasters will compete for business within lawful practice.
- I will refrain from discriminatory practices.
- I will maintain the highest reasonable level of safety for all services.
- I will undertake training for the development and improvement of professional standards and practices, on a regular basis.
- I will be responsive to and available for clients before, during and after the event.
- I will hold adequate public liability insurance. (I am obliged to provide evidence of such insurance on request and have a £5,000,000 Third Party Liability Insurance policy).
- I will maintain and enhance the reputation, standing and good name of the English Toastmasters Association® and its membership.

This Code of Ethics is my guideline and does not represent the entire scope of good conduct and ethical behaviour. My acceptance and adherence to this Code is my standard practice.

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