



● CODE OF CONDUCT FOR THE **MANAGEMENT CONSULTANTS**  
● OF THE BUNDESVERBAND DEUTSCHER UNTERNEHMENSBE-  
● RATER BDU e.V. [*Federal Association of German Management*  
● *Consultants*]

● Preamble

This Code of Conduct shall govern the conduct of members of the Federal Association of German Management Consultants in respect of their behaviour to clients, interested parties, staff, applicants, suppliers, trade associations and the general public.

Introduction and compliance

The members of the BDU voluntarily undertake to abide by the Code of Conduct and in cases of dispute shall be subject to a Disciplinary Court or Court of Arbitration. The Code of Conduct shall be made known in suitable form to all staff of BDU members and said staff duly bound to compliance therewith.

1. Professional competence

Management Consultants only accept assignments for which the necessary know-how, experience and staff can be made available.

Management Consultants seek solutions which do justice in the best possible way to the present level of scientific research, the development of the branch and the needs of the client.

Management Consultants undertake every effort to upgrade their know-how, abilities and process techniques continuously and make the advantages of such improvement unrestrictedly accessible to their clients.

2. Trustworthiness and efficacy

Management Consultants recommend their services only when they expect their work will be advantageous for the client.

They deliver realistic quotations for performance, deadlines and costs and undertake every effort to abide thereby.

Management Consultants not only act in an expert capacity on the basis of the recommendations drawn up, but take an active part in effecting materialisation of the proposals, working in close contact with the client until such moment as the client is in a position to forego the assistance of the Management Consultant

Management Consultants are well aware that parallel to the technical solution of the assignment, human relations are of paramount importance. Management Consultants hence undertake every effort to harmonise in cooperating with the client and the client's staff.

3. Objectivity, Impartiality and Acting on own Authority

Management Consultants act fundamentally on their own authority and, in practising their profession, accept no restrictions in their independence derived from the third party expectations. The advice they give is objective and free from prejudice. Management Consultants do not hesitate to broach matters which might be disagreeable. Their expertise is never given with the aim of doing a favour.

Management Consultants respect the commitment of staff engaged for them to act on their own authority, providing said members of staff are qualified Management Consultants.

Management Consultants are bound to impartiality in respect of suppliers of appliances, aids and services necessary for the realisation of their proposals and demand or accept no commissions, cost reimbursements or suchlike whatsoever.

Should Management Consultants recommend suppliers, this shall only be effected in the light of the needs of the client or after an analysis of quotations and offers received from suppliers. If Management Consultants recommend computer software packages or appliances or aids, which they sell or in which they have any form of financial interest, they shall make express mention of this fact and not give the impression the products have been impartially selected.

4. Incompatible operations

Any acceptance of orders for activities which endanger adherence to professional duties and minimum standards of professional ethics are incompatible with the profession of the Management Consultant.

5. Confidentiality

Management Consultants treat all internal matters of the client and client information they encounter during the course of their work with the utmost of confidentiality. Documents relating to the order shall not be passed on to third parties. Management Consultants guarantee no general exclusion of competitors. In specific cases, an exclusion of competitors may be arranged.

Management Consultants deem themselves entitled to publish lists of their clients, yet client names shall only be given as reference if the respective client has explicitly consented thereto.

6. Refrainment from recruitment

Management Consultants shall not make direct or indirect offers of employment to the staff of their clients, either for themselves or for other clients.

Management Consultants likewise expect their clients to refrain from making offers of employment and recruitment to their own staff whilst working together with said staff.

Management Consultants expect from their own staff that for the length of the relations with the client, no negotiations are carried out on matters of recruitment, thus ensuring the objectivity of the respective project.

Management Consultants effect no unethical and unfair anticompetitive recruitment of staff from other BDI members.

7. Fair competition

Except for drawing up and delivering quotations, Management Consultants provide no preliminary services free of charge, nor do they provide manpower or other services on a trial basis.

Management Consultants shall respect copyrights of proposals, concepts and publications of other parties and always quote the source when making use thereof. When technically and professionally required, Management Consultants shall only recommend colleagues of whose competence they are convinced and give preference in so doing and in the course of joint projects to members of the BDU.

Unless using human resources to make up their own staff numbers, Management Consultants shall provide the client with absolute transparency as regards responsibility for the project as well as the type and scope of any freelance co-operation.

8. Appropriate pricing

Management Consultants shall charge fees that relate correctly to the type and scope of the work carried out and which have been discussed and co-ordinated with the client prior to commencement of consultancy.

Management Consultants shall only make fixed-price quotations for projects, the scope of which can be foreseen and for which preliminary investigations, subject to fees, have disclosed the scope and degree of complexity of the problems to be solved in a manner which is precise and for both contracting parties transparent and binding.

Management Consultants shall draw up their quotations in such a way that costs, other than the fee to be charged, are clearly obvious to the client.

9. Serious advertising

Management Consultants undertake to ensure respectable conduct in advertising and acquisition and present their qualification solely in terms of their know-how and experience. Letters of reference shall not be circulated, not even excerpts thereof.

Management Consultants shall present sales, staff, operating divisions etc. in the light of the present moment and do not make spectacular future plans public.

