



Code of Principles for NASMA Members

Introduction

NASMA is a professional organisation that aims to bring together those working in the field of student money advice. By doing this NASMA provides an effective support network for advisers and administrators, access to high quality affordable training and opportunities for discussion and input into national and regional policies.

We recognise that NASMA members are employed by different organisations that have their own codes of practice and working arrangements and it is not NASMA's intention to interfere with these in any way. The purpose of this code is to set out some of the core principles that by joining the organisation, NASMA members are expected to adhere to.

By joining NASMA you are agreeing to:

- Act with integrity, honesty, fairness and professional impartiality.
- Treat the opinions and ideas of your fellow NASMA members with respect (this is relevant when these opinions and/or ideas are shared electronically, eg via the mail-base, or in person).
- Be committed to providing students with access to free, accurate, non-judgemental and impartial information, advice and guidance.
- Keep up to date with changes to any relevant legislation, practice and policies that may have an impact on students.
- Contribute wherever possible to the work of NASMA in your region.
- Consider and respond to any consultations that NASMA is asked to contribute to where appropriate.
- Consider and respond to NASMA surveys and requests for feedback on NASMA activities.
- Promote the benefits of NASMA membership to those working in the sector.
- Adhere to the mail-base protocol.
- Remember what it is like to be a new member and try wherever possible to welcome new members into the 'NASMA community'.
- Work towards the objects of the company as defined by section 3 of the Memorandum of Association.

Remember that through your involvement with NASMA you may be viewed as representing the organisation even if you are not. Please act in the same way as you would if representing your employer.

If you are requested to represent NASMA at any event you should seek advice from the NASMA Chair or relevant Vice-chair before you do so.

Failure to comply with this code of principles may result in the termination of your membership in conjunction with the Memorandum and Articles of Association. Please note that no refund of membership fees will be given.