



## VIRTUAL ASSISTANT CODE OF CONDUCT

Find a VA has been established with the overarching purpose and vision to educate Australian businesses about the value and benefit of partnering with an Australian Virtual Assistant, and in turn, to realise a growth in our Australian Virtual Assistant Industry.

The purpose of this Code of Conduct (the Code) is to provide you – our Find a VA Virtual Assistants - with a clear understanding of the standard of conduct expected in a Quality VA business.

The Code places an obligation on all Find a VA Virtual Assistants to take responsibility for their own conduct.

The standards of conduct in the Code are based on the four key ethical principles which are considered essential for the performance of a superior Virtual Assistant Service, and these are:

1. Honesty
2. Authenticity
3. Integrity
4. Reliability

When you become listed as a Find a VA Virtual Assistant, we expect you to apprise yourself of these principles, and do your utmost to uphold them in your business.