



# NALP Members Code of Ethics

In this Code the masculine shall include the feminine.

1. The Paralegal shall observe the rules of conduct set out in this Code of Ethics
2. The Paralegal shall at no time represent himself to a client, solicitor, barrister, notary public, licensed conveyancer, legal executive or other paralegal, court administrative personnel or member of the general public either expressly or impliedly by any legal description other than as pertains to their level of Membership i.e. Affiliate, Associate, Graduate, Fellow or Licensed Paralegal.
3. The Paralegal must discharge his/her duties at all times with honesty and integrity.
4. The Paralegal shall at all times work in a conscientious, diligent and efficient manner and will give his loyalty to the firm for which he works and the Partners and other employees thereof.
5. The Paralegal has a duty to and will hold in strict confidence all information acquired in the course of his professional relationship concerning the business and affairs of the Firm or Principal for which or for whom he works or has worked in the past and the clients or former clients thereof and he will not divulge any such information to anyone unless he is expressly authorized or required by law to do so
6. The Paralegal will observe all relevant rules and laws regarding the presentation and safekeeping of the property of any client entrusted to his firm or Principal.
7. The Paralegal will actively assist in maintaining the integrity of the legal profession in general and the Paralegal profession in particular and will do nothing to bring them into disrepute.
8. The Paralegal's conduct towards his Principal, colleagues at work and the clients of the firm together with other members of the legal profession should be characterised by courtesy and good faith at all times.
9. Any business cards used by a Paralegal shall include the name of his employer and specify the level of membership the paralegal has.
10. The Paralegal should ensure that he and his subordinates are familiar with the provisions of The Solicitors Practice Rules and The Solicitors Accounts Rules together with the Law Society's Guide to the Professional Conduct of Solicitors including any amendments thereto.
11. The Paralegal must keep clients effectively informed of the true progress of any transaction, matter or action with which he is dealing and will not in any way intentionally mislead a client regarding any aspect thereof.
12. The Paralegal must inform his employers of any conflict of interest that might arise concerning the Paralegal or any personal interest that the Paralegal may have in any matter in which he is dealing.