

## CODE OF CONDUCT

As a member of the Professional Editors' Guild (PEG), I undertake to abide by the following Code of Conduct:

### Competence

1. I will strive to produce work of the highest possible standard, I will accept full responsibility for my work and I will draw the attention of my client or employer to any unresolved problems.
2. I will refrain from accepting work that I do not have the capacity to complete to the required professional standard. Should I unwittingly accept such work, I will inform my client or employer to this effect at the earliest opportunity and, if requested, help my client or employer to find a replacement copy-editor or proofreader.

### Continuing professional development

3. I will constantly pursue self-improvement to improve the quality of my work.

### Professional responsibility

4. I will treat as confidential all personal and sensitive information contained in the work that is handled by me. At all times I will maintain professional detachment, impartiality and objectivity in my work.
5. I will respect all the rights (specifically the copyright) of the authors, my clients or employers of the work handled by me. I will disclose any conflict of interest immediately when I become aware of such conflict.
6. I undertake that I will personally complete work allocated to me and will not subcontract it out, for whatever reason, without obtaining the written permission of my client or employer.
7. I will strive to keep to agreed deadlines and conditions of delivery and will inform my client or employer in good time should I not be able to comply with the agreement.
8. I will not accept any work that I have reason to believe is intended for unlawful or dishonest purposes or that is contrary to the public interest.
9. I will not give or receive bribes or kickbacks.
10. I will not sign a certificate of editing or provide similar confirmation for work I have not completed myself.



11. I will make every attempt to verify facts in the work handled by me and avoid spreading fake news and information.

## Remuneration

12. In negotiating remuneration, I will be guided by the principle of fairness. In particular, I will refrain from charging excessively low or high rates. This does not preclude me from offering my services free for a friend (pro amico) or for a good cause (pro bono). I will consider the currently published scale of copy-editing and proofreading fees by the Professional Editors' Guild or related organisations as my guide when quoting for work.

## Professional reputation

13. I will respect and support my fellow professionals and share my professional knowledge for the good of the profession.
14. I will refrain from encroaching on or recruiting the clients of fellow professionals.
15. I will support and further the interests of the profession and my fellow professionals. I will always conduct myself in such a way as to be a credit to the Professional Editors' Guild and the profession as a whole.
16. I will not collude with or participate in communicating information of a defamatory and/or discriminatory nature and will desist from using abusive language and hate speech that attacks or may cause pain and/or harm to any person.
17. I will abide by the South African Constitution, Acts and laws. This includes no direct or indirect discrimination against (or disparagement of) any person or entity, in actions or statements, on the basis of one or more of the following: race, gender, sex, ethnic or social origin, colour, sexual orientation, age, disability, religion, HIV status, belief, political opinion, culture, language or birth.

## Appropriate conduct and disciplinary process

18. I will always act decorously so as not to bring the Guild into disrepute.
19. In particular, I will use PEG's social media (including but not limited to the online chat groups, Facebook and LinkedIn) responsibly and with due regard for accepted social media etiquette and with the necessary respect for others, especially where the platform is intended for professional discussion.
20. I understand that a breach of this Code of Conduct will lead to disciplinary action being taken against me if I do not abide by these guidelines for professional conduct.

March 2021

## Complaints or queries?

21. Please contact the [PEG Chairperson](#) or the [PEG Secretary](#).

