

CODE OF ETHICS AND PRINCIPLES OF PRACTICE
FOR REGISTERED PROFESSIONAL SOIL CLASSIFIERS
OF THE STATE OF NORTH DAKOTA

Preamble

In order to establish and maintain a high standard of integrity, skills, and practice in the profession of soil classifying, the following code of ethics promulgated in accordance with North Dakota Statutes, Chapter 43-36, Century Code and hereafter referred to as the Rules of Professional Conduct, shall be binding upon every person holding a certificate of registration as a Professional Soil Classifier. The Soil Classifier who holds a certificate of registration from the North Dakota State Board is charged with having knowledge of North Dakota law number 43-36 of the 1973 supplement to North Dakota Century Code and regulations adopted by the North Dakota board of Professional Soil Classifiers and code of ethics hereinafter provided.

The Professional Soil Classifier:

1. Shall be forthright and candid in statements or written responses to the Board or its representatives on matters pertaining to professional conduct.
2. Will be guided in all his professional relations by the highest standards of integrity.
3. Must accept personal responsibility for professional acts.
4. Will avoid any act tending to promote self interests at the expense of the dignity and standing of the profession.
5. Will not use professional affiliations to secure personal advantage.
6. Will undertake soil classifying assignments only when qualified by training or experience; and will engage, or advise engaging other experts and specialists whenever the client's or employer's interests are best served by such service.
7. Will be realistic and honest in all estimates, reports, statements, and testimony.
8. Will not disclose confidential information concerning the business affairs, procedures, or processes of any present or past client or employer.
9. Will inform clients or employers of any business connections, interests, or circumstances which may be deemed to influence professional judgement or services.

10. Will not enter negotiations for work or make arrangement for employment as a principal or to practice in connection with a specific project for which he or she gained by other employment without the consent of interested parties.
11. Will not accept compensation from parties doing business with clients or employers in connection with work for which he or she is responsible.
12. Will not collect compensation, financial or otherwise, from more than one interested party for the same service pertaining to the same work without full disclosure and consent of the interested parties.
13. Will not participate in considerations or actions with respect to services rendered to a governmental body when the classifier is a member, advisor or employee of that governmental body.
14. Will uphold the principle of appropriate and adequate compensation for those engaged in soil classifying work, and should not undertake or agree to perform any soil classifying service on a free basis, except for civic, charitable, or religious organizations.
15. Will refrain from undue public criticism of another professional soil classifier's work. If he or she believes that another classifier is guilty of unethical or illegal practice, he or she shall present such information to the proper authority for action.
16. Will protect the soil classifying profession from misrepresentation and misunderstanding.
17. Will express opinions on soil classifying only when they are based on adequate knowledge and honest conviction.
18. Will publicly state on whose behalf he or she is presenting any statement, argument, or criticism.
19. Will not allow the use of his or her name in an enterprise of questionable nature or objective.
20. Will not associate professionally with individuals who do not comply with this code of ethics.
21. Will be circumspect in advertising to announce his or her availability. The substance of such advertising shall be limited to fact and shall contain no statement or offer intended to discredit or displace another soil classifier, either specifically or by implication. Telephone listings shall be limited to name, title, address, and telephone number.

22. Will endeavor to extend public knowledge and appreciation of soil classifying, its achievements, and its potential.
23. Is encouraged to seek opportunities to be of service in civic affairs and work for the advancement and wellbeing of the community.
24. Will cooperate in increasing the effectiveness of the profession by exchanging nonconfidential information with other professional soil classifiers.
25. Is encouraged to join professional organizations, actively participate at their meetings, and encourage fellow classifiers in the same endeavor.
26. Will endeavor to provide opportunities for the professional development of soil classifiers.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author outlines the various methods used to collect and analyze the data. This includes both manual data entry and the use of specialized software tools. The goal is to ensure that the data is both accurate and easy to interpret.

The final part of the document provides a summary of the findings and offers recommendations for future work. It suggests that regular audits and updates to the data collection process are essential for maintaining the integrity of the information.