

## CANDIDATES' CODE OF CONDUCT

1. This Code of Conduct summarises the values that the Worshipful Society of Apothecaries of London ("The Society") seeks to uphold with respect to its awards and the expectations it has of candidates entering for its examination with regard to their professional responsibilities and their consideration for others.
2. The Society acts to maintain the safety and security of all individuals associated with its examinations.
3. The Society seeks to promote standards and values conducive to its mission. To this end, the Society:
  - a. actively fosters an atmosphere of trust, honesty, and respect
  - b. presumes that each individual will live up to his or her highest personal standards
  - c. Will not tolerate any forms of disrespect
  - d. Will not tolerate any activity that undermines the integrity of its examinations or threatens the reputation of its awards
4. The Society expects all candidates entering for its examination to behave in a professional manner and to treat everybody they encounter at the Society with dignity and respect. Specifically, candidates are required to be:
  - a. Civil in word and deed
  - b. Honest in action and speech
  - c. Mindful of the privacy of others
  - d. Respectful of cultural differences
  - e. Courteous with every individual
5. The Society seeks to ensure that the examination experience is as calm and pleasant as possible for everybody.
6. Candidates are expected to ensure that their behaviour is not disruptive and does not affect other candidates attempting the examination at the same time.
7. Candidates are expected to behave in a manner that does not jeopardize the health and safety of others or damage the good order or reputation of the Society.
8. Candidates are expected to use reasonable and sound judgment and to show due concern for the welfare and rights of others.
9. The Society will investigate any alleged breach of its code of conduct in accordance with its disciplinary policy and procedures. Ignorance of these policies and procedures will not be considered a legitimate excuse for violation of them. It is the candidate's responsibility to understand and abide by them.

10. This Code of Conduct operates in conjunction with, and in support of, the procedures and codes of conduct of other relevant professional bodies.