

## PLANSPONSOR RETIREMENT PROFESSIONAL (PRP) CODE OF ETHICS

PLANSPONSOR Retirement Professionals (PRPs) hold an important and elevated role in the financial services industry. As such, they recognize the importance of adopting a Code of Ethics that emphasizes the conduct, competency, knowledge, professionalism, integrity, objectivity, confidentiality, and responsibility of each person qualifying as a candidate for the designation. This Code embodies rules regarding individual and peer responsibilities, as well as responsibilities to the PLANSPONSOR Institute.

Therefore, PRPs certify that they will adhere to the Code, and advocate the following principles and responsibilities governing their professional and ethical conduct. To the best of their knowledge and/or ability, they must at all times:

1. Act in the best interests of their clients in the conduct of business;
2. Act with honesty and integrity, avoiding actual or apparent conflicts of interest in personal and professional relationships;
3. Provide clients and associates with information that is accurate, complete, objective, relevant, timely, and understandable;
4. Comply with applicable federal rules and regulations governing retirement plans;
5. Act in good faith, responsibly, with due care, competence, and diligence, without misrepresenting material facts or allowing their independent judgment to be subordinated;
6. Respect the confidentiality of information acquired in the course of their work, except when authorized or otherwise legally obligated to disclose;
7. Share knowledge and maintain skills important and relevant to their clients' needs;
8. Proactively promote ethical behavior as a responsible member of the PRP community of designees, and among peers in their work environment and community;
9. Report known or suspected violations of this Code to the PRP Ethics and Discipline Board;
10. Be accountable for adhering to this Code.
11. Use the designation appropriately, recognizing that the PRP designation is intended to convey a level of expertise only in the context of employer-sponsored retirement plans.

## COMPLAINT PROCEDURES

The PLANSPONSOR Institute requires that each PLANSPONSOR Retirement Professional (PRP) candidate sign a Code of Ethics, certifying that the individual pledges to maintain a high standard of conduct, competency, knowledge, professionalism, integrity, objectivity, and responsibility in the practice of his or her profession.

Individuals who feel that a PRP designee has acted in a manner inconsistent with the Code of Ethics should begin a grievance procedure against the individual. **Complaints may be filed online [HERE](#).**

Violations of the PRP Code of Ethics are a serious matter, and all complaints will receive careful consideration. Grievances should relate to unethical conduct and the complainant must provide evidence to support the claim. An honest disagreement or an error in judgment does not necessarily constitute unethical conduct.

All complaints will be reviewed by the **PRP Ethics and Discipline Board**. Designees will be informed promptly of the complaint and given 30 days to respond in writing. If the designee does not respond or the Board determines that the designee has, in fact, engaged in unethical conduct, the PRP designation will be revoked immediately, and the individual will be barred from being recertified in the future. The PLANSPONSOR Institute has no legal or regulatory authority to take further action.

## GROUND FOR DISCIPLINE

- Any act or omission that violates the PRP Code of Ethics;
- Any act or omission that violates the criminal laws of any state of the U.S., or any jurisdiction of any other country. Conviction will not be a prerequisite for the instigation of disciplinary proceedings, and acquittal will not bar a disciplinary action.
- Failure to respond to a request by the PRP Ethics and Discipline Board, without good cause, or obstruction of the Board, during an investigation of Code violations. Good cause includes an assertion that a response would violate a designee's constitutional right against self-incrimination.
- Any false or misleading statement made to the PRP Ethics and Discipline Board or PLANSPONSOR Institute.

## ETHICS AND DISCIPLINE BOARD MEMBERS

The members of the PRP Ethics and Discipline Board are

- Nevin E. Adams, JD, SVP and Editor-in-Chief of *PLANSPONSOR* magazine, and Dean of PLANSPONSOR Institute;
- Steff Chalk, founder and President of CHALK 401(k) Advisory Board;
- Charles Ruffel, founder and Chief Executive Officer of Asset International (parent company of *PLANSPONSOR* magazine, *PLANADVISER* magazine, and *Global Custodian* magazine).