ADVISORY BOARD

Code of Ethics & Guidelines Assessment

OVERVIEW

This assessment is made up of four parts:

PART A: DOCUMENT REVIEW

- Read the Code of Ethics: 1 hour
- Review the Scenarios in Appendix 3: 1 hour

PART B: WORKSHOP SERIES

- Watch the Best Practice & Ethics Advisory Board 4 Part Workshop Series: 1 Hour

PART C: MULTIPLE CHOICE ASSESSMENT

- Complete the multiple choice quiz questions: 10 minutes

PART D: SCENARIO ASSESSMENT

- Complete the scenario responses: 50 minutes

Total Professional Development time: 4 hours

PART A: DOCUMENT REVIEW

To complete Part A you will need to answer the following with a Yes:

- I have read and understand the Advisory Board Professionals Code of Ethics 2026-2028
- I have read the scenarios in Appendix 3 and understand how to use the code of ethics as a reference guide in my work life

ADVISORY BOARD

Code of Ethics & Guidelines Assessment

PART B: WORKSHOP SERIES

Part B contains 5 videos which form the Code of Ethics Workshop Series. Scan the QR code to watch each video.



Video 1
Code of Ethics Overview.
Time: 14:41 min



Video 2
Section 1: How We Think & Act.
Time: 7:17 min



Video 3
Section 2: Managing Expectations.
Time: 8:33 min



Video 4
Section 3: Practical Solutions & Response.
Time: 8:01 min



Video 5
Section 4: Impact & Review. Time: 10:15 min

To complete Part B you will need to answer the following with a Yes:

- I have listened to the Code of Ethics Workshop Series

ADVISORY BOARD

Code of Ethics & Guidelines Assessment

PART C: MULTIPLE CHOICE ASSESSMENT

Part C contains 6 multiple choice questions.

Question 1:
A Sponsor asks the advisory board to confirm the organisation's preferred decision. What is the best response?
You can reference Part C: Role Clarity and Commitment, Clauses 9–16; and Part B: Ethical Judgement, Clauses 7–8.

- Confirm the decision if the Sponsor is confident.
- Clarify that the advisory board informs decision makers and should test options, assumptions and trade-offs.
- Ask the advisory board to vote on the decision.
- Avoid discussing the issue.

Question 2:
An advisor has a commercial relationship connected to a matter being discussed. What should they do first?
You can reference Part F: Conflicts of Interest, Clauses 39–43.

- Continue unless someone notices.
- Give advice but avoid mentioning the relationship.
- Leave the meeting without explanation.
- Disclose the actual, potential or perceived conflict as early as possible and agree how it will be managed.

Question 3:
An advisor wants to use an AI tool to summarise confidential papers. What is the best approach?
You can reference Part G: Technology, AI and Intelligent Tools, Clauses 44–51; and Part H: Confidentiality, Information and Data, Clauses 52–59.

- Use the tool if it saves time.
- Use the tool only if authorised, lawful, appropriate to the engagement and consistent with confidentiality obligations.
- Use the tool and delete the output later.
- Ask another advisor to upload the papers instead.

Code of Ethics & Guidelines Assessment

PART C: MULTIPLE CHOICE ASSESSMENT

Part C contains 6 multiple choice questions.

Question 4:
A specialist advisor is asked to provide advice outside their area of expertise. What should they do?
You can reference Part D: Professional Conduct and Capability, Clauses 17–28.

- Provide a confident answer to maintain credibility.
- Use an external tool to appear more expert.
- Disclose the limits of their experience, prepare appropriately and suggest additional expert input if needed.
- Decline all discussion on the issue.

Question 5:
A discussion is dominated by one strong voice and alternative views are not being heard. What should the Chair or advisor support?
You can reference Part I: Psychological Safety and Relationship Protocols, Clauses 60–72.

- Allow the strongest voice to lead the discussion.
- Support fair participation, respectful challenge and an opportunity for diverse views to be heard.
- End the meeting immediately.
- Ask only the Sponsor for their view.

Question 6:
If an ethical concern cannot be appropriately resolved, what may an Advisory Board Professional need to consider?
You can reference Part K: Monitoring, Review and Ethical Concerns, Clauses 88–96; and Part C: Role Clarity and Commitment, Clause 16.

- Decline, pause, escalate or end the engagement where appropriate.
- Ignore the issue if the engagement is important.
- Discuss it informally with unrelated third parties.
- Continue until the next formal review cycle.

ADVISORY BOARD

Code of Ethics & Guidelines Assessment

PART D: SCENARIO RESPONSE

Part D contains 3 scenarios. Review the scenarios and write a short response for each. Include references to clauses within the Code of Ethics.

Note: each scenario will ask you for a response as well as a seperate section which will ask you to identify the sections and clauses of the Code of Ethics & Guidelines that could apply to the scenario.

Scenario 1:
A Sponsor asks the advisory board to support a preferred outcome, but you believe the assumptions have not been properly tested. What would you do?

Scenario 2:
An advisor wants to use an AI tool to summarise confidential advisory board materials before the meeting. What ethical considerations should be addressed before the tool is used?

Scenario 3:
During an engagement, you become aware of a potential conflict of interest that may affect stakeholder trust. How should it be handled?

This is the final component of the Code of Ethics & Guideliness Assessment.