

## ***MSPA Code of Professional Standards and Ethics Agreement for Mystery Shoppers***

The Mystery Shopping Providers Association (MSPA) is dedicated to improving service and promoting excellence in the mystery shopping industry. A fundamental aim of the Association is to ensure that the highest standards and ethics are maintained. To improve the value, reputation and stimulate the use of mystery shopping services, it is important that information about mystery shopping services is accurately communicated to both the business community and the public at large, while complying with applicable government laws, regulations and ordinances.

The MSPA expects members and shoppers to follow principles of honesty, professionalism, fairness and confidentiality to guard the interests of the public and our clients in order to promote good business practices. For this purpose, MSPA encourages shoppers to obtain MSPA Shopper Certification.

The Mystery Shopping Providers Association's **Shopper's Code of Professional Standards** has been established to ensure that all shoppers collaborating with MSPA members conform to the following principles.

- Commit, in principle, to the purposes of the association: improving service and promoting excellence in the mystery shopping industry;
- Conduct mystery shopping services in an honest and ethical manner;
- Conduct mystery shopping services according to industry procedures and regulations set forth and agreed to by MSPA members;
- Instill confidence in mystery shopping and encourage public cooperation;
- Respect MSPA members, clients, and the general public.

In addition, we agree to the following Rules of Ethical Conduct:

- I agree to perform all shops to the best of my ability;
- I agree to perform all shops with honesty and integrity;
- I agree to submit all reports on or before the deadline;
- I agree to honor all confidentiality agreements;
- I agree to give immediate notice to the mystery shopping provider if I cannot perform a shop for any reason;
- I agree to return follow up calls or e-mails in a timely manner;
- I agree to keep paperwork for a period as required by the mystery shopping provider in case questions arise from the client. I will not perform a shop unless I have thoroughly read each question on the survey and the guidelines provided by the mystery shopping provider;
- I will not falsify or misrepresent reports;
- I will not ask or encourage anyone to break confidentiality agreements with other firms for whom they conduct mystery shopping assignments;
- I will not use MSPA media to publish complaints against vendors, clients, shoppers or mystery shopper providers except in connection with the decertification process;
- I will not share information with others on which company shops which clients;
- I will not share information with others on shopping fees and reimbursements for specific clients;
- I will not share the results of a shop with others in order to protect the clients confidentiality;

- I will not perform any shops under the influence of illegal drugs, or prescription drugs that might impair my abilities;
- I agree not to become inebriated or drink beyond the legal limits set forth in my state or perform any other activity that may cause harm to myself or others while mystery shopping;
- I will not contact a client directly without approval of the mystery shopping provider;
- I will not disrupt the normal business flow of an operation in the process of performing a shop (do not cause a scene);
- I will not announce myself as a mystery shopper to the business being shopped unless given specific instructions by the mystery shopping provider;
- I will accurately disclose the nature of my business relationship with mystery shopping providers to any governmental agency requesting the information;
- I will declare any relationship through family or friends as required by the mystery shopping provider.
- I will disclose any potential conflict of interest now or in the future or related to any assignment.

Violation of the Rules of Conduct may result in your removal from the mystery shopping provider' database. If you are a credentialed MSPA shopper, certification may be withdrawn. Should a complaint be filed against you by an MSPA member, you will be contacted by the MSPA and given the opportunity to respond before a final decision is made.

By signing below, or accepting electronically, I indicate that I have read, understand, and agree to follow the principles of honesty, professionalism, fairness, and confidentiality that are outlined in this agreement.

I further understand that not conforming to this agreement may result in termination of my collaboration with MSPA members and my certification by MSPA.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ***Professional Standards – Enforcement: Violations by Shoppers***

Complaints of alleged unethical behavior may be filed against a shopper who is suspected to have violated the MSPA Code of Professional Standards and Ethics Agreement for Mystery Shoppers. Complaints must be based on violation of one or more elements of the Code. Such charges must be documented in writing. A shopper who is found to be in violation of the Code may appeal the findings.

One of three possible actions may be taken against a shopper for violations:

1. Warn the shopper against any further behaviors which led to the complaint.
2. Censure the shopper and notify all MSPA members of the action.
3. Revoke the shopper's MSPA certification and notify all MSPA members of the action.