

## Code of Professional Ethics

DRA strives to preserve and enhance the freelance stenographic reporting profession, ensure its integrity, and maintain its high standards and impartiality wherever stenographic services are required. DRA is committed to ensuring that the freelance stenographic reporting profession remains a viable and integral part of the legal system.

### DRA CODE OF PROFESSIONAL ETHICS

- (1) Make truthful and accurate public statements when advertising professional qualifications and competence and/or services offered to the public.
- (2) Maintain confidentiality of information which is confidential as a result of rule, regulation, statute, court order, or deposition proceedings.
- (3) Perform professional services within the scope of one's competence.
- (4) Comply with the requirements of all applicable laws, including antitrust laws, for deposition reporters.
- (5) Act without bias toward, or prejudice against, any parties and/or their attorneys.
- (6) Do not enter into or participate in a business arrangement that compromises the impartiality of a certified shorthand reporter, that creates the appearance of impartiality of a certified shorthand reporter, that is improper or that creates the appearance of impropriety of the certified shorthand reporter, including but not limited to a business arrangement in which compensation for reporting services is based upon the outcome of the proceeding or may otherwise create the appearance of partiality.
- (7) Nothing offered in exchange for future work is permissible, regardless of its value. Other than the receipt of compensation for reporting services, neither directly or indirectly give nor receive any gift or anything of value to or from any person or entity associated with a proceeding being reported. Such persons or entities shall include, but are not limited to, attorneys or an attorney's family members, employees of attorneys or an employee's family members, law firms as single entities, clients, witnesses, insurers, underwriters, or any agents or representatives thereof. Exceptions to the foregoing restriction shall be as follows: (A) giving or receiving items that do not exceed \$100 (in the aggregate for any combination of items given and/or received) per calendar year to or from an attorney or an attorney's family members, an employee of an attorney or an employee's family members, a law firm as a single entity, a client, a witness, an insurer, an underwriter, or any agent or representative thereof; or (B) providing services without charge for which the certified shorthand reporter reasonably expects to be reimbursed from the Transcript Reimbursement Fund, Sections 8030 et seq. of the Code, or otherwise for an "indigent person" as defined in Section 8030.4(f) of the Code.

Note: Authority cited: Section 8007, Business and Professions Code.

Reference: Sections 8025, 8025.1 and 8030, Business and Professions Code.

A membership application may be denied or a member may be expelled, suspended, or sanctioned by the Board of Directors at the discretion of the Board including, but not limited to, when the Board is of the opinion that the applicant for membership, the member, or the company by which the member is employed by has failed to observe DRA's Code of Professional Ethics and rules of conduct or has engaged in conduct prejudicial to the purposes, interests, and effectiveness of the Association. The process for application, expulsion, and suspension of a member is set forth in Article III, Section 12 of the bylaws.