



Administrative Resources, LLC

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## ETHICS AGREEMENT

KRB Administrative Resources, LLC stands for honesty, integrity, high values and confidence.

We hold, in high regards, clients confidentiality along with respect for our business relationship. By signing this agreement KRB promises to stand by this agreement and your goals.

## THE AGREEMENT

- As a Virtual Assistant, we will maintain the highest ethics and honesty in all dealings with clients, colleagues and the general public.
- We will seek to deal with colleagues, suppliers and employees in a fair and equitable manner, and maintain the highest standards of personal conduct to bring credit to the Virtual Assistant profession.
- As a highly ethical Virtual Assistant, we will only take on projects that are within our abilities. If a project is not within our ability, the client will be notified immediately and we will provide recommendations for other highly skilled Virtual Assistants.
- Client information will be held in the strictest of confidence and will not be shared with others or used for personal gain.
- We highly value each client relationship and will not place one client above another.
- We will make a commitment to possess and increase the required knowledge, skills and training to be proficient and relevant in the provision of services.
- We will be honest about our intentions and never misrepresent our skills, peers, or our profession as a whole, whether to networks or to prospects, clients, and the community at large (virtual or otherwise).
- We will not knowingly be a part of any illegal or unethical activity.
- We will promote the Virtual Assistance industry with the utmost professionalism and give of our knowledge freely to new and existing VAs and the general public.

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Katrina Burkhalter  
Principal/President/Owner

\*Source: [Virtual Assistant Networking Association \(VANA\)](#) VA Code of Ethics  
The Largest Global Meeting Place Online for Aspiring and Successful Virtual Assistants