

# 2024 SAICA CPD - Required Ethics Reflections Template

# Instructions:

> **Answer the questions below** for each of SAICA’s 3 Ethics Competencies and **attach to your 2024 CPD Reflective Plan** for submission in the case of a SAICA CPD Audit.

> You can **use the example answers** as a basis for your own Ethics Reflections.

> If you are **still looking for Ethics-related CPD Activities**, visit [**myCAhub.co.za/ethics**](https://myCAhub.co.za/ethics) for **FREE Ethics CPD Activities.**

> If you are a **myCAhub Member**, you can **simply forward your Ethics Reflections** to mib@myCAhub.co.za - we will assist with recording these in your 2024 CPD Reflective Plan to save you time.

> If you are **not yet a myCAhub Member**, we **can help you get your 2024 CPD Reflective Plan sorted** from start-to-end ASAP **– book your FREE Demo** now: [**myCAhub.co.za/cpd**](https://myCAhub.co.za/cpd)

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| **myCAhub Login Details** |
| Username: |  |
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If you prefer, you can also **Reset your Password** to **123456789aB!** [via this link](https://portal.mycahub.co.za/resetPassword) and then send through this completed template with the updated password.

# Personal Ethics

Definition: The ethical principles and values applied by an individual to decision-making, conduct and interaction between oneself and others.

1. What are some of your personal ethical values? Have they changed over the past year?

*I maintain the highest standard of ethical values, firmly advocating for unwavering honesty, transparent execution of tasks, and aspiring to set the example in my daily professional activities.*

1. Reflect on a situation where you demonstrated your personal ethical values in the past year.

*When consulted for advice, I diligently weighed the available options in accordance with my personal ethical values and adhere to the protocols and controls established by the company, ensuring alignment with my ethical framework, before providing feedback.*

1. Reflect on ethical trainings you completed in the year and how you plan to maintain your standard of personal ethics in the future.

*I will remain informed about company procedures, protocols and controls to ensure alignment with my ethical values within the company framework. I will also stay abreast of all relevant laws and regulations, consistently adhering to them in the execution of my daily tasks.*

# Business Ethics

Definition: The ethical principles and values applied by the organisation to decision-making, conduct and the relationship between the organisation, its stakeholders and society.

1. Reflect on the ethical values and culture of your organisation – are they aligned with your own?

*All transactions processed within our firm adhere to a stringent ethical framework. Robust business controls are firmly in place, with a steadfast commitment from leadership that underscores the paramount importance of ethical considerations and compliance in all decision-making processes and transactions. There is a strong tone set from the top in relation to maintaining the highest standard of business ethics at work.*

1. Reflect on your primary ethical responsibilities in relation to your business role in the organisation:

*I have consistently adhered to ethical standards within the workplace and in all my dealings with clients and colleagues. For example, I refrain from engaging in unethical activities such as misappropriating company time and submitting inaccurate client invoices.*

1. Reflect on a situation where you demonstrated business ethics in the past year:

*I will remain informed about company procedures, protocols and controls to ensure alignment with my ethical values within the company framework. I will also stay abreast of all relevant laws and regulations, consistently adhering to them in the execution of my daily tasks.*

# Professional Ethics

Definition: The fundamental ethical principles and values applied by a professional CA to decision-making, conduct and the relationship between the professional, its stakeholders and society.

1. What do you consider to be the primary professional ethical values of your current role?

*I maintain a very high standard of professional ethics in my current role, exemplifying honesty and integrity. I conscientiously steer clear of potential conflicts of interest and I am committed to reporting any unethical behaviour that comes to my attention. Additionally, I am dedicated to preserving the esteemed reputation of the CA(SA) profession.*

1. Reflect on a situation where you applied the Code of Professional Conduct in the past year.

*I refrained from disclosing confidential client information provided to me. I diligently executed my responsibilities with the necessary professional competence and due care, ensuring that adequate resources were in place.*

1. Reflect on ethical trainings you completed in the year and how you plan to maintain your standard of professional ethics in the future.

*Stay updated with the Code of Professional Conduct.*