

3. CITT Code of Professional Ethics

As a professional body, CITT has an obligation to provide guidance to industry and everyone in Canada's Logistics Community - including affiliates, learners, and **CCLP** designation holders - through its Code of Ethics on the standards of behaviour and ethical conduct. Professional standing requires a level of conduct that adds value to the organizations which employ our services and to the society we serve. CITT will amend its Code of Ethics where it is deemed appropriate to reflect the highest standards of professional conduct. Everyone and **CCLPs** explicitly should be guided not only by the terms of the Code of Ethics but by the implicit expectations of conduct becoming a professional. It is the responsibility of each member to maintain their credentials in order to sustain the trust and confidence placed on them by others to represent their interests.

In order to earn CITT's **CCLP** designation, professionals must pledge to uphold this code. And as part of their annual designation renewal, they re-commit to it. As such, **CCLP** quickly signals the person's deep commitment to professionalism, integrity, competence and to the discipline. Shared values are communicated instantaneously so relationships can form quickly. However, cultural preservation of CITT goes beyond the protection of the designation holders' reputation. It is also about ensuring that all of those involved in CITT remain honourable and that the interpersonal dynamics continue to be collegial, mutually supportive and collaborative.

CITT-Certified Logistics Professionals shall conduct themselves in a manner that is consistent with the following ethical conduct:

Honesty, Integrity and Professionalism: To uphold the highest standard of integrity and honesty in all their business relationships both inside and outside the organizations in which they are employed. In their professional practice, not to engage in any activities deemed to be dishonest, fraudulent, misrepresentative or otherwise illegal, but to conduct themselves with integrity, in a manner that that befits the status of the profession. **CCLPs** should conduct themselves in a manner that contributes to and promotes good business practices and protects the interests and reputation of his or her employer and CITT. **CCLPs** should not use their position to garner personal favours or advantages. **CCLPs** shall favour practices for the use and distribution of resources in an efficient, effective, sustainable and ethical manner

Avoidance of Conflicts of Interest: To place the interests of the **CCLP's** company, employer, client or supplier before their own interest, a **CCLP** should exercise professional judgment and discretion in order to avoid any apparent or actual conflict of interest when performing their duties. Should a conflict of interest arise, the **CCLP** is required to disclose their interests to their employer and/or other impacted parties as soon as possible. **CCLPs** should consider removing themselves from any decisions in which they have a conflict of interest until express direction from the appropriate parties is obtained. With respect to gifts and/or hospitality, **CCLPs** should ensure that the objectivity of their decisions is not compromised or unduly influenced by the acceptance of gifts, gratuities, or hospitalities of any kind and should follow their organization's guidelines with acceptance of same.

Confidentiality: Where a **CCLP** has been privy to confidential or sensitive information, it is their responsibility to ensure that such information must not be disclosed or used for any personal gain or advantage

Serving the Public Good: A **CCLP** shall not knowingly participate in any action that is detrimental to his or her employer or to CITT. In personal practice to do such things as are necessary to uphold such principles as are conducive to sound logistics policies and practices and uphold the social rights of individuals and labour standards. **CCLPs** will uphold all laws, whether criminal or civil, and obey all regulatory requirements in the execution of their functions as logisticians and will not bring disrepute to themselves or CITT.

I Clearly Print Full Name, agree to uphold the above **CITT Code of Professional Ethics**.

Signed: _____, Date _____

4. Reason for Designation & CITT Membership Lapse

In what year did you let your designation & CITT membership lapse? _____

Why did you let your designation & CITT membership lapse?

5. Reason for CCLP Designation & CITT Membership Renewal

Why have you decided to reinstate your **CCLP** designation and certified CITT membership?

4. Next Steps to Reinstatement and Benefits of Becoming a CCLP

Once your application is approved, you will receive an invoice for your annual professional fee (member dues). **Payment of this fee is the final step to reinstating as a CCLP and fully certified member of CITT.**

The current annual fee is \$425 + applicable taxes.

Once your professional fee has been received and processed, you will be notified that you are officially a **CCLP** designation holder and certified member of CITT in good standing, and will once again be able to:

- Display the credential **CCLP** after your name and refer to yourself as a CITT-Certified Logistics Professional as part of your credentials on your business cards and professional correspondence, your resume, your LinkedIn or other profiles, your email signature and other similar places.
- Have your name and achievements/active volunteer contributions listed on the official, publicly-accessible & widely-promoted **List of Current CCLPs** including the opportunity to include a link in your listing to your LinkedIn profile
- Receive a new **CCLP** designation certificate (if you were originally certified before November 2013) as well as a the seal indicating your designation is current for the calendar year.
- Apply for openings on the CITT Board of Directors and the executive of CITT Local Area Councils.
- Access the value-adding support and services of CITT membership such as regular, FREE webinars (and the full library of archived webinars), view and post job postings on the exclusive CITT career centre, browse the searchable, online members-only CITT directory and more.

8. Demographic Information

This information helps us produce professional development events (like free webinars and conference learning sessions) that are relevant to you. And helps ensure we're promoting the **CCLP** designation and the professional expertise of CITT-Certified Logistics Professionals to the audiences that matter most to you.

How do you prefer to be addressed? Mr. Mrs. Ms. Miss Dr. Other: _____

What is your date of birth? Day/Month/Year: _____

What year did you start working in supply chain/logistics/transportation? _____

What best describes the type of company you work for:

- Supply chain SUPPORTS our core business (ie. We are a shipper company)
- Supply chain IS our core business (ie. we are a carrier company/ we provide logistics/supply chain services)
- My company offers a product or service that supports carriers or supply chain/logistics service providers
- I am not currently employed
- Other. Please explain: _____

9. Reinstatement Fee Payment Information

- Cheque for **\$200 + applicable tax** enclosed (payable to CITT)
- Please charge my credit card: VISA Mastercard Amex

Card number: _____

Expiry date: _____ 3-Digit CVV Code: _____

Signature of cardholder: _____ Amount: _____

Province/Territory	Tax
AB, BC, SK, MB, YT, NT, NU	5% GST
ON	13% HST
NB, NL, NS, PE	15% HST
QC	5% GST + 9.975% QST

GST/HST# 108075367 RT0001
QST# 1226140341 TQ0001

10. Maintenance of your CCLP Designation and Certified CITT Membership

In order to maintain your **CCLP** designation and membership in good standing going forward, you will need to:

- Follow the CITT Certification Maintenance Program. CITT's Certification Maintenance Program requires all certified members report 50 CMU (continuing education) credits for every two year period. To learn more about CMUs and how to earn them, visit: <https://members.citt.ca>
- Pay the annual professional fee (member dues/annual renewal fee) as set by the Board of Directors.
Note: After the first year, you will receive an annual renewal notice in October for your annual fee, which is due on December 1 each year.

We look forward to welcoming you back to to Canada's Logistics Community as one of industry's elite CITT-Certified Logistics Professionals

We're so pleased that you've decided to reinstate your **CCLP®** designation. And we hope you'll agree that it's the perfect time to come back.

Since 2020, ongoing supply chain disruption and global turmoil has reinforced to everyone just how important logistics professionals are to our lives, and the functioning of Canada and our world. The good news is that – along with the global increase in recognition of the importance of supply chain logistics and the professionals who keep everything moving – the recognition and reputation of the **CCLP** designation has also continued to grow.

The credibility and reputation of the designation from CITT is at an all-time high. Carrying industry's most respected designation has become an invaluable part of many people's professional identity and it really will distinguish you.

Over the past few years, **CCLP** has gained more profile and prestige. CITT's presence at colleges and universities is expanding rapidly. Employers have official, direct relationships with CITT through our new Endorsed Logistics Employer Program. And like-minded industry associations are joining into official alliance relationships with CITT. This means that national recognition and support for your **CCLP** designation will continue to grow - with a broader, deeper reach than ever before.

The strength of the **CCLP** designation is a direct reflection of the outstanding quality and commitment of the people who hold it. We look forward to welcoming you back as a CITT-Certified Logistics Professional!

Sincerely,

Pina Melchionna, BA, PFP, LL.B, MBA, TEP, ICD.D, GCB.D
President & CEO, CITT