




Do what you love best. Let AVA do the rest.™


Time and cost saving virtual assistance for professionals

AVA Professional Support Services Code of Ethics

We will be honest.

We will be respectful of your schedule by only agreeing to work we are able to do.

We will be timely:

- responding to your requests
- completing projects according to contract terms
- communicating with you should extenuating circumstances affect our performance.

We will be trustworthy, not knowingly engaging in illegal/unethical pursuits.

We will be valuable partners in your endeavor:

- avoiding favoritism
- treating you fairly and professionally
- increasing our skills and knowledge in order to provide exceptional service.

We will be vigilant in protecting your information and your privacy:

- keeping data confidential unless required by law to disclose it
- providing a detailed privacy and security policy on our Web site
- using multiple antivirus and security software programs to protect data
- backing up our electronic data at least weekly if not daily.

We also uphold the code of ethics of the following associations to which we belong:

International Virtual Assistants Association (<http://www.ivaa.org/code/index.aspx>)

Virtual Assistant Networking Association (<http://www.vanetworking.com/ethics.htm>).

Debbie Lynn also earned the IVAA EthicsCheck designation (verification # 08-03-2015).