

## **Code of Conduct**

**This leaflet sets out the commitment of members to a code of ethics and conduct.**

☐ IHE members make a professional commitment to act responsibly with regard to safety and the environment, to act ethically, to maintain and develop their competence and to support new and prospective entrants. All members agree to abide by the IHE **code of conduct** which requires:

“Every Corporate Member of the institute at all times to so order his or her conduct as to uphold the dignity and reputation of the profession and to maintain his or her technical and professional competence and to safeguard the public in matters of safety, health and otherwise pertaining to the work of the highway and traffic incorporated engineer and technician”.

See over for an additional statement of Rules elaborating on the Code.

The Memorandum and Articles provide for disciplinary action if a member is found to have breached the code. However, the expectation is that members abide by the code because they recognise the duty they owe society and themselves to uphold the standing of their chosen profession.

Copies of IHE’s disciplinary procedures and equal opportunities policy are available from the office or the website at <http://theihe.org.uk/membership/what-becoming-a-member-means/your-professional-commitment/>

The IHE Code is based on Engineering Council (UK) guidance.

☐ You are obliged as an IHE member to achieve five days a year of structured **Continuing Professional Development**. Your CPD should be guided by and recorded in a personal development plan. Helpful personal advice and **support** is available from the Marketing Manager and in “Moving ahead: your guide to Continuing Professional Development” -

<http://theihe.org.uk/training/continuing-professional-develo/>

This is IHE’s guide to planning your development and includes helpful template forms which can also be downloaded from the website.

IHE is required to monitor members’ compliance with this obligation by the Engineering Council (UK).

☐ IHE is committed to **equality of opportunity** for everyone applying for membership and for the Professional Review and to removing any barriers to applicants and members achieving their full potential. In turn we expect you not to discriminate and to promote equal opportunities.

## **Your Professional Ethics**

Council has adopted the following statement of rules elaborating on the Code of Conduct. The statement is binding on all members.

### **Members are expected to:**

1. Hold paramount the safety, health and welfare of the public and the protection of the environment in the practice of their profession.
2. Maintain and improve their competence:
  - Demonstrate commitment to maintaining professional competence through self managed CPD
  - Take responsibility for and manage their CPD
  - Support the learning and development of others:
    - Be prepared to act as a mentor
    - Encourage employers to support professional development
    - Share professional expertise and knowledge
    - Provide support for the learning of others
    - Contribute to the activities of their professional body
3. Undertake technological tasks for others if qualified by training or expertise and after full disclosure of any pertinent limitations.
4. Accept responsibility for work carried out under their supervision, treat subordinates fairly and without bias and advance their learning and competence.
5. Avoid real or perceived conflicts of interest where possible and disclose them to affected parties when they do exist.
6. Avoid disclosing confidential information acquired in the course of work, without the consent of the parties concerned or unless disclosure is clearly in the public interest, for instance under the Public Interest Disclosure Act.
7. Provide objective and truthful information when giving advice or criticism, making public statements or advertising/publicising services; advice should include clear statements of the impact and consequences of engineering decisions and projects.
8. Reject bribery in all its forms.
9. Make systematic assessments of environmental, health and safety risks related to their work and their individual legal liability and inform clients whether or not professional indemnity insurance is held.
10. Report any violations of this code by another member to IHE
11. Notify the Engineering Council and IHE of any convictions of a criminal offence (other than minor Road Traffic Offences) and, any adjudicated bankruptcy e.g. if a Director's Disqualification Order is made against them or if they enter into an Individual Voluntary Arrangement with creditors.
12. Respond promptly to any request from the Institute for comments or information on or documents relating to any disciplinary matter being investigated by a panel appointed by IHE whether in relation to themselves or to another member.

Any member convicted by a court or other competent tribunal of a criminal offence (see 11 above) that, in the opinion of a Disciplinary Panel or Council, renders him unfit to be a member shall be guilty of improper conduct.

The Institute's remit extends to competence, conduct and professionalism, but not to contractual disputes or similar.