

THE ASSOCIATION FOR PROJECT SAFETY

CODE OF PROFESSIONAL CONDUCT



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1.00 Introduction

- 1.01 In accordance with the Memorandum and Articles of Association, all members of the Association for Project Safety, irrespective of their class of membership, are required to comply with a Code of Conduct setting out professional standards expected of our members.
- 1.02 The aim of the Association's Code of Conduct is to secure confidence and trust in the work of every member, by ensuring a high level of technical competence, honesty and integrity.
- 1.03 This Code sets out Rules governing the actions of all members, together with additional Guidance Notes on the interpretation of these Rules. Whilst these Guidance Notes are not exhaustive, they cover the main areas in which improper professional conduct is likely to arise.
- 1.04 A serious breach of the Guidance Notes is likely to breach the Rule to which it applies.
- 1.05 Where a complaint has been raised against a Member of the Association the complaint will be referred to the Code of Conduct Committee who will use the Guidance Notes to determine if the Code of Conduct has been breached.
- 1.06 Members must be able to demonstrate good reason for departing from the Rule in the event of any complaint being raised against them. where members have failed to comply with the spirit of the Code.
- 1.07 A minor non-compliance, or whenever a member has not complied with the spirit of the Code, is unlikely to give rise to grounds for disciplinary proceedings unless it forms part of a pattern of professional conduct or technical integrity over a reasonable period of time as determined by a Code of Conduct Committee.

Note:

For the purpose of interpreting the five Rules of Professional Conduct set out in the Code of Conduct a 'Member' means all classes of membership of the Association.

2.00 RULES OF PROFESSIONAL CONDUCT

1. Members of the Association shall discharge their professional duties with honesty and integrity.
2. Members of the Association shall discharge their professional duties in compliance with current legal and statutory requirements relating to their work.
3. Members of the Association shall only undertake work that they are competent to do and shall carry out their duties with due skill, care and diligence at all times.
4. Members of the Association shall undertake continuing professional development training as determined by the Directors of the Association and shall encourage and give reasonable assistance to further the education, training and continuing professional development of others working under their supervision.
5. Members of the Association shall notify the Association:
 - a) if convicted of a criminal offence;
 - b) upon becoming bankrupt;
 - c) upon being disqualified as a Company Director;
 - d) of a significant breach of the Code of Conduct by another Member of the Association.

3.0 GUIDANCE ON CODE RULES

Rule	Guidance Notes
1. Members of the Association shall discharge their professional duties with honesty and integrity.	<p>Examples of how a member might breach this rule include:</p> <ol style="list-style-type: none">1. Failure to declare a conflict of interest where it may affect a member's ability to make independent judgements during the course of a project.2. Failure to carry out their professional duties with complete impartiality and objectivity based on current best practise. This also applies where a member is acting as an expert witness, where their duty to the Court or Tribunal overrides their duty to their Client who has engaged them to give evidence.3. Failure to notify the Client either by hard copy or electronic means, preferably prior to accepting an appointment, the terms of their engagement, including: scope of services, level of remuneration, disbursement and provisions for the termination of the appointment.4. Failure to advise a Client on accepting an appointment where there is reason to believe that adequate resources and competent personnel will not be available to execute the appointment.5. Failure to advise a Client on accepting an appointment where there is reason to believe that there is insufficient professional indemnity insurance in place either personally or through their employers, relative to the scope of the appointment.6. Failure to have due regard for their duty of care to clients.7. Failure to take reasonable steps to formally advise individuals.8. overruling or ignoring their advice of the potential consequences which may result.9. Failure to manage or effectively oversee the work of others for which they are accountable.10. Failure to act truthfully in statements made in the procurement of work or in job applications, the preparation of Curricula Vitae or applications for admission to any class of membership of the Association or any other professional body.11. Failure to observe confidentiality relative to information so advised that comes within the possession of the member during the performance or execution of his duties.

<p>1. Members of the Association shall discharge their professional duties with honesty and integrity. Continued...</p>	<p>12. Failure to observe, as far as possible, all relevant Codes of Practice relating to their professional engagement.</p> <p>13. Failure to maintain financial propriety in all professional dealings with employers, clients, and contractors.</p> <p>14. Failure to submit a bona fide tender to prospective clients when competing for an appointment by colluding with any other person to refrain from tendering, or as to the amount or approximate amount of the tender.</p> <p>15. Failure to act with due consideration and respect for other colleagues and persons whom they have dealings with during the course of their professional duties.</p> <p>16. Failure to report, information regarding any corrupt activity.</p> <p>17. Failure of any member in a senior management role to investigate and report any suspicion of collusion or any other corrupt activity of which they have become aware and for which their company may be responsible.</p>
<p>2. Members of the Association shall discharge their professional duties in compliance with current legal and statutory requirements relative to their work.</p>	<p>1. Members must ensure that in the course of their professional duties they are fully aware of statutory and legal requirements relative to the work they are undertaking or parts of a commission in which they are involved.</p>
<p>3. Members of the Association shall only undertake work that they are competent to do and shall carry out their duties with due skill, care and diligence at all times.</p>	<p>1. Members of the Association must ensure that they have the necessary skills, knowledge, competence and resources to carry out the work that they are appointed to do.</p> <p>2. Where a shortfall is identified, where appropriate, members should implement additional measures which may include obtaining additional professional qualifications through training and/or accessing the skills, knowledge base and experience of others in order to ensure delivery of a competent service. In doing so members should ensure that they do not infringe the copyrights of others.</p>
<p>4. Members of the Association shall undertake continuing professional development training as determined by the Directors of the Association and shall encourage and give assistance to further the education, training and continuing professional development of others working under their supervision.</p>	<p>1. In order to deliver the highest quality of service to clients, members of the Association are required to improve and update their technical knowledge and skills through .</p> <p>2. Members should be knowledgeable of changes in legal and statutory provisions relative to their work.</p> <p>3. Members responsibilities relative to training and continuing professional development extend to include others working under their supervision.</p>

Continued...	<p>4. In the event of a complaint being raised against a member of the Association, the fact that they have failed to maintain their professional competence through continuing professional development may count against them in the event of their competence having to be investigated during disciplinary procedures.</p>
<p>5. Members of the Association shall:</p> <ul style="list-style-type: none"> i) notify the Association if convicted of a criminal offence; ii) notify the Association upon becoming bankrupt; iii) notify the Association upon being disqualified as a company director; iv) notify the Association upon becoming aware of any serious breach of the Code of Conduct by another member of the Association. 	<p>1. Failure to report the conviction of a criminal or indictable offence or imprisonment sentence may count against a member during disciplinary procedures.</p>