



Code of Professional Conduct

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Document History

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Revision Changes

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2. Purpose

The purpose of this Code of Professional Conduct is to lay down, both for the members of the Association and for the general public, the standards of professional conduct and ethical behaviour by which members should abide.

The duty upon members of the Association to behave ethically is, in effect, the duty to behave honourably; in modern words, 'to do the right thing'. At its most basic, it means that members should be truthful and honest in dealings with colleagues, other professionals, and anyone else they come into contact within the course of their duties.

3. Definitions & Abbreviations

Terms/ abbreviations	Meaning
Association	Association of Polish Engineers in Great Britain
Gender / Plurals	Any reference to the male gender shall include the female gender and vice versa; similarly references to the singular shall include plural and vice versa
Disciplinary Committee	Committee appointed by Board of Trustees for dealings with significant violations of the Professional Code of Conduct

4. Responsibilities

- This document is to be maintained by the **chairman** of the Association, elected by the **Board of Trustees** of the Association.
- The document will be reviewed **every 3 years**, and any modifications must be approved by the **Board of Trustees**.
- Any significant violations of the Association's Code of Professional Conduct shall be dealt with by the **Disciplinary Committee**.

5. Code of Professional Conduct Details

Members of the Association of Polish Engineers in Great Britain shall:

- 1) Act with due skill, care and diligence and with proper regard for professional standard to uphold the dignity and reputation of their profession.
- 2) Prevent avoidable danger to health or safety.
- 3) Prevent avoidable risk to both physical and cyber security.
- 4) Act in accordance with the principles of sustainability, and prevent avoidable adverse impact on the environment and society.
- 5) Maintain and enhance their competence, undertake only professional tasks for which they are competent, and disclose relevant limitations of competence.
- 6) Accept appropriate responsibility for work carried out under their supervision.
- 7) Treat all persons fairly and with respect.

- 8) Encourage others to advance their learning and competence.
- 9) Avoid where possible real or perceived conflict of interest, and advise affected parties when such conflicts arise.
- 10) Observe the proper duties of confidentiality owed to appropriate parties.
- 11) Reject bribery and all forms of corrupt behaviour, and make positive efforts to ensure others do likewise.
- 12) Raise a concern about a danger, risk, malpractice or wrongdoing which affects others ('blow the whistle'), and support a colleague or any other person to whom you have a duty of care who in good faith raises any such concern.
- 13) Assess and manage relevant risks and communicate these appropriately.
- 14) Assess relevant liability, and if appropriate hold professional indemnity insurance.
- 15) Notify the Association if convicted of a criminal offence or upon becoming bankrupt or disqualified as a Company Director.
- 16) Notify the Association of any significant violation of the Association's Code of Professional Conduct by another member.

6. Appendices

N/A