

## The Institution of Agricultural Engineers

### Code of Conduct & Disciplinary Procedure

#### Introduction

IAgrE provides a Code of Professional Conduct to lay down, both for its members and for the general public, the standards of professional conduct and ethical behaviour by which its members should abide. They represent the minimum standard of conduct required of members of any grade. It is a member's duty to read and understand all the rules.

In the course of their careers members may undertake roles that remove them from direct involvement with engineering matters. This does not, however remove from them the obligation, as members of IAgrE, to act in accordance with the Code and Rules of Professional Conduct in all aspects of their professional lives.

#### Code of Conduct

1. All members shall at all times conduct themselves with professional dignity and shall behave with dignity in relation to all conduct bearing upon the standard, reputation and dignity of the Institution and of the profession of landbased engineering and the environment.
2. All members shall only undertake work that they are competent to do.
3. All members shall comply with all laws and regulations applicable to their professional work.
4. All members shall have full regard for the public interest, particularly in relation to matters of health and safety and cyber security and in relation to the well-being of future generations.
5. All members shall develop their professional knowledge, skills and competence on a continuing basis (CPD). Members registered with the Engineering Council or Society for the Environment are required to maintain an up to date record of their CPD and make it available for review if asked. Failure to comply may lead to referral to the CPD sanctions procedure.
6. All members should encourage others to advance their learning and competence.
7. All members must raise concerns about a danger, risk, malpractice or wrongdoing which affects others ('blow the whistle') and support a colleague or any other person to whom they have a duty of care who in good faith raises any such concern.
8. All members must accept personal responsibility for all works done by them or under their supervision and take all reasonable steps to ensure that persons working under their authority are both suitably equipped and competent to carry out the tasks assigned to them.
9. All members shall not bring their profession, The Institution or others into disrepute.

10. All members shall not describe themselves as holding a grade of membership in the Institution or registration with the Engineering Council and/or the Society for the Environment to which they are not entitled.
11. All members shall show due regard for the environment and for the sustainable management of natural resources taking account of the needs of a diverse society and serve as an example to others for responsible environmental behaviour.
12. All members shall adhere to the highest standards of business conduct and treat all people with respect, specifically in their relationships with the Institution, its employees and their fellow members.
13. All members shall not without proper authority disclose any confidential information concerning the business of their employer or any past employer or member of IAgrE.
14. All members shall avoid where possible real or perceived conflict of interest, and advise affected parties when such conflicts arise.
15. All members shall not advertise or write articles for publication that is derogatory to the Institution or the profession. Neither shall they authorise any such advertisement or article to be written or published by others.
16. All members shall at all times taken all reasonable care to limit any danger or death, injury or ill health to any person that may result from their work and the products of their work.
17. All members shall notify the Institution if convicted of a criminal offence or upon coming bankrupt or disqualified as a Company Director.
18. All members shall notify the Institution of any significant violation of this Code by another member.
19. All members shall not have any form of involvement in bribery, fraud, deception and corruption.
20. All members must not collude with any form of plagiarism and must exercise reasonable care in relation to evidence of any form of plagiarism.
21. All members must assess relevant liability, and if appropriate hold professional indemnity insurance.

Any member who is in any doubt as to the interpretation of a Rule or its applicability to their personal circumstances, should contact the Secretary of The Institution.

From time to time a member may be alleged to be guilty of unprofessional conduct. If such an allegation is made to the Institution, it will investigate the matter in a fair and unbiased manner, and take appropriate action in accordance with its Disciplinary Code which is available from the Institution.

## Disciplinary Procedure

1. Where any allegation or claim (herein referred to as a 'complaint') is made to the Institution indicating that an individual whose name appears on the register of members may be liable to disciplinary action, such complaint shall be examined by the Institution and provided that the complaint is properly supported by evidence and not vexatious or frivolous, the Institution, shall, subject to the provisions of Rules 2 to 5, appoint an investigating body and a disciplinary body and refer the complaint thereto for investigation and determination. The Institution may make, vary and rescind regulations providing for the constitution, membership and proceedings of such investigating and disciplinary bodies and an appeals body which is referred to in Rule 5, and for the award of costs, the publication of any decision and any other matter relevant to the investigation and adjudication of the complaint. Such regulations shall be designed to secure that: -
  - (a) any complaint which the Institution may deal with shall be properly investigated and properly determined; and
  - (b) before being called on to deal with any complaint against a member, the member shall be informed of the nature of the complaint and of the material evidence on which it is based; and
  - (c) such individual, who may be represented, shall be given a full and fair opportunity of being heard and defending themselves against the allegations;
  - (d) in all other respects the investigation shall be made and the proceedings conducted and the decision reached in accordance with natural justice.
2. The Institution may delegate such of its functions and powers as it considers appropriate to the investigating body, the disciplinary body and the appeals body, and for the purposes of the Rules of Professional Conduct references to the Institution shall be deemed to include any investigating body, disciplinary body or appeals body to whom the Institution shall have so delegated any of its functions and powers.
3. If any complaint which the Institution has investigated pursuant to Rule 1 shall be found by Institution to be substantiated in whole or in part, it shall make a finding to that effect and the Institution shall have power to take any one or more of the following courses of action on the expiry of the time for appeal or, if notice of appeal is given, on final determination of the appeal (if unsuccessful):-
  - (a) to warn the relevant individual;
  - (b) to reprimand or severely reprimand the relevant individual;
  - (c) to require the relevant individual to give an undertaking to refrain from continuing or repeating the conduct which is found to have caused the complaint or to give such other undertaking as the Institution considers appropriate;
  - (d) to suspend the member from membership of the Institution for such period as the Institution shall think fit;
  - (e) to remove the name of the member from the register of members of the Institution;

- (f) to report the complaint, the consequent course of action and the outcome to the Engineering Council and/or the Society for the Environment
4. The decision of the Institution relating to any such complaint shall be communicated to the relevant individual in writing. The decision shall be sent by mail (first class mail inland or airmail overseas) to the last known address of the individual. Any person aggrieved by the decision of the Institution may within 60 days from the date of the posting of the decision, appeal to the Council of the Institution against the decision. Such an appeal shall be delivered in writing to the Secretary of the Institution at its registered office and shall specify the grounds on which the appeal is based.
  5. The Council of the Institution shall act as the appeals body and shall consider the appeal at the next meeting of Council. The appeal shall be conducted in a manner consistent with natural justice, allowing the person mounting the appeal the following rights:-
    - (a) to attend in person and to be heard either in person or through a representative;
    - (b) to submit evidence in writing in support of the appeal.
  6. The determination by Council of the appeal shall be final. The Secretary of the Institution shall communicate the decision of Council in writing to the individual at their last known address.
  7. Members wishing to appeal against decisions relating to IAgrE grading or Registration with Engineering Council or the Society for the Environment shall do so using the Appeals Procedure outlined in Para 5 above.
  8. Any member has the right of final appeal to the Engineering Council and or the Society for the Environment where any decision taken by the Institution has an effect on the registration status, with the Engineering Council or the Society for the Environment.