



IEI Members

CODE of ETHICS & PROFESSIONAL CONDUCT

July 2013

Date	Amendment	Description
19/10/2009	1 – Section 5	Additional responsibilities of External Committee Representatives
19/10/2010	2- Section 3	Reporting requirements change to ASIC
14/03/2011	3 – Section 8	IEI website members area – conditions of entry
July 2013	All	Entire update
June 2017	Review	Review and add clause – use of intellectual property



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Introduction

The ethical climate of the IEI is an essential element in establishing its credibility and furthering its mission. An organisational culture that takes ethical considerations into account at every point cannot be produced simply by having the IEI Board lay down a code; ethical principles must arise from consultation with and responsiveness to the organisation's members, employees, volunteers, and stakeholders.

1. Purpose

The purpose of the Institute of Electrical Inspectors Code of ethics and professional Conduct is to inform all members of the requirements and responsibilities as a member of the Institute of Electrical Inspectors Australia.

The Code of ethics and professional Conduct has been prepared as an informative document for the express use of all members of the Institute of Electrical Inspectors within Australia.

This code of conduct has been produced to notify all Institute members of their responsibilities and requirements when holding any level of membership of the Institute of Electrical Inspectors.

The contents of this document in its entirety shall be available to all members of the Institute for their information. No section or portion shall be withheld.

Contents contained herein are available from but not limited to:

The Institute of Electrical Inspectors Constitution 2012
The Australian Securities and Investments Commission (ASIC).

2. Policy

The Institute of Electrical Inspectors Commits itself to operating in accordance with this ethical code drawn up through agreed procedures following consultation with members, employees, volunteers, and stakeholders.

3. Authorisation

Authorisation: Board of Directors of the Institute of Electrical Inspectors Australia

Date of approval: 20 July 2017



4. Responsibilities - All Members

Personal behaviour – As an IEI Member I will:

- Act ethically and with integrity and accordingly to the legislative requirements, policies and ethical codes that apply;
- Treat members of the public and colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interest's rights, safety and welfare;
- Promote electrical safety awareness, closer co-operation between the public, inspectors, inspection departments, tradespeople and the electrical industry in relation to the installation and use of electrical materials and equipment.
- Co-operate in the formulation of standards for the safe method of installation and use of electrical materials and equipment.
- Work to promote the uniform understanding and application of the national electrical Standards and other suitable and lawful electrical codes.
- Work to secure and promote uniform administrative ordinances and inspection methods in relation to the installation and use of electrical materials and equipment.
- Co-operate with other national and international organisations to achieve any of the objects of the Institute.
- Collect and disseminate information relative to the theory and practice of electrical inspections and to print, publish, issue and circulate such papers periodicals books circulars and other literary and/or artistic matter as may seem conducive to the attainment of any of these objects.
- Watch over any proposed legislation or Governmental action affecting the profession of electrical inspecting and electrical licensing, to promote such legislation in the interests of the profession and to combat and oppose by lawful means such legislation or actions as may be found to be hostile to the profession.
- Support and protect the professional character status and common rights and interest of electrical inspectors, Electrical Tradespeople and generally promote honourable practice in the conduct of the profession.
- Do all such other lawful things as are incidental or conducive to the attainment of the above objects.

Communication and official information – I will:

- not disclose official information or documents acquired through my work, other than as required by law or where proper authorisation is given;
- not misuse official information for personal or commercial gain for myself or another;
- respect the confidentiality and privacy of all information as it pertains to individuals.

Fraudulent and corrupt behaviour – I will:

- not engage in fraud or corruption;
- report any fraudulent or corrupt behaviour;
- report any breaches of the code of conduct; and
- understand and apply the accountability requirements that apply.



Record keeping and use of information – I will:

- ensure the secure storage of sensitive or confidential information;

Conflicts of interest – I will:

- ensure personal or financial interests do not conflict with my ability to perform my official duties in an impartial manner;
- manage and declare any conflict between my personal and public duty; and
- where conflicts of interest do arise, ensure they are managed in the public interest.

As an IEI member I commit to:

- taking responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the workplace. I will report the details to the relevant people or agency; and
- taking responsibility for contributing in a constructive and positive way to enhance good governance and the reputation of the IEI.

Use of Intellectual property – I:

- acknowledge that IEI is the legal and beneficial owner of the rights associated with the Intellectual Property;
- accept that my use of the Intellectual Property is a non-exclusive licence within Australia for the period I continue to be a member or accepted service receiver;
- agree to only use the Intellectual Property in the manner directed by us from time to time;
- will notify the secretary at the earliest opportunity if you become aware of any infringement of our Intellectual Property by any third party;
- will not, other than as authorised by IEI, use any trade mark, mark, symbol, notification or designation which is, in the Board of Directors opinion, similar or substantially similar to our Intellectual Property which, in the Board of Directors opinion, is likely to cause deception or confusion;
- will not object to any application made by the Board of Directors to register as a trade mark any of our Intellectual Property or make or join in any application to remove any registered trade mark forming part of our Intellectual Property;
- upon termination of my membership of IEI, the licence granted to me to use IEI Intellectual Property associated with such membership or acceptance for any service is immediately terminated and I must forthwith cease to use any of the Intellectual Property and remove the same from any marketing material, signage, my website, advertisements and any other form of promotion whatsoever;
- may, as a life or financial corporate member use the letters "MIEI" after my name.
- may, as an associate grade member use the term "MIEI" (assoc.)" after my name.
- may, as a financial member use the IEI logo as approved by the Board of Directors with my respective class of membership clearly identified on the logo, (i.e. Life Member, Associate Member, etc.).
- may, as an office holder use the logo as approved by the Board of Directors with my position clearly identified, (i.e. Secretary).

5. IEI Website - Members Area

Access to the Institute of Electrical Inspectors website member's area is now included as part of your membership. (April 2011)

Adherence to the following conditions is a prerequisite for entry to the IEI website member's area.

1. Your username and password must be kept confidential at all times.



2. Unauthorised access by a person or corporation using an existing member's password may result in a member's expulsion from the IEI. Any breaches will be dealt with by the Institutes Board of Directors.
3. Documentation contained in this area is for a member's use only.
4. Whilst every effort has been made to ensure the accuracy of any information provided in the IEI website member's area, the Institute of Electrical Inspectors Australia, its employees and agents will not accept liability for any loss or damage, however arising, from the use of or reliance on such information.
5. Any information provided in the IEI website member's area is provided solely on the basis that recipients will be responsible for making their own assessment and verification of such information. Recipients should obtain independent advice before acting on any information provided in or in connection with this documentation.
6. Recipients should note that the Institute of Electrical Inspectors Australia does not endorse as to the accuracy of any information provided by third parties or provided by way of links to internet sites.

6. External Committee Members

Role

An External Committee Member is an Institute member who has been appointed by the Board to represent the Institute on a committee constituted by another organization or body. Typical external committees include Australian Standards, Service and Installation Rules and the like but may be any committee with which the Institute desires or agrees to participate.

Responsibilities

- Report (the external) committee activity to the IEI Board quarterly, and provide a formal annual report suitable for the AGM and subsequent publication.
- Provide a quarterly report of the external committee activity for publication in "The Journal".
- Canvass members of the IEI Board regarding any controversial issues that may arise from time to time.
- Although it is recognised that this is often not practical, wherever practicable, seek opinion of members before voting on external committee key issues.
- All reports shall be sent to the Secretary of the Institute prior to the beginning of the Board meeting / AGM to allow time for the report to be added to the Agenda and minutes of the meeting.

Note: Points one and two above can be inclusive i.e., The report to the Board may also be used as the quarterly report for "The Journal".

Due to the Board of Directors meetings occurring between February and November each year, the following months are the quarterly reporting requirements:

February, May, August and November.

Motions moved at the Annual General Meeting, October 17th 2009 as additional conditions of representation



1. IEI external Committee members who do not comply with the Code of ethics & professional conduct, are to have their positions on those external committees terminated for a period of 12 months and may reapply at the next Annual General Meeting. Extenuating circumstances may be taken into consideration by the Board of Directors.
2. IEI external committee members shall represent the IEI on one external committee only at any given time unless special circumstances exist.

7. Disputes and mediation procedure

- (1) The grievance procedure applies to disputes under this Code of Conduct between—
 - (a) a member and another member; or
 - (b) a member and the Company (Institute of Electrical Inspectors).
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) in the case of a dispute between a member and another member, a person appointed by the Board of Directors of the Institute; or
 - (ii) in the case of a dispute between a member and the Institute, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the Institute can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must—
 - (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party;and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.