



CIEEM



Code of Professional Conduct

January 2019

Professional Conduct

The Chartered Institute of Ecology and Environmental Management (CIEEM) is the professional body for ecologists and environmental managers.

Membership of CIEEM is a recognised benchmark of professionalism within the field of ecology and environmental management. The contract of membership created by becoming a Member of CIEEM demonstrates a commitment to applying Member's knowledge and skills in support of CIEEM's "Objects", which are to:

- advance the understanding and the standards of practice of ecology and environmental management for the benefit of the natural environment and the public good; and
- further the conservation, management and enhancement of biodiversity and the maintenance of ecological processes and life support systems essential to a fully functional biosphere.

CIEEM's Competency Framework (1) sets the standards for admission to professional membership grades and for Members' continuing competence.

CIEEM's Continuing Professional Development (CPD) obligation sets the standards for the development and maintenance of knowledge and skills required for continued membership of CIEEM.

The Code of Professional Conduct describes CIEEM's expectations of Members' professional competence and integrity. Members are bound, through their continuing membership of CIEEM, to adhere fully to this Code and to accept any decision by CIEEM at the conclusion of the Professional Conduct Inquiry Process in relation to any alleged breach of the Code, in accordance with CIEEM's Professional Conduct Inquiry Procedures (2).

1 See <https://www.cieem.net/competency-framework>

2 See <https://www.cieem.net/professional-conduct-inquiry-procedures>

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As a member of CIEEM I shall:

- 1)** Uphold the Objects of CIEEM and the reputation of the profession.
- 2)** Maintain my professional knowledge and skills, including undertaking and recording such continuing professional development as CIEEM shall require and providing evidence thereof when requested to do so.
- 3)** Only undertake work that I have the competence to do and undertake that work to the expected standard and seek appropriate advice, training and assistance if I am involved in topics beyond my competence.
- 4)** Exercise sound professional judgement in my work, identifying clearly the limitations and applying objectivity, relevance, accuracy, proportionality and impartiality to information and professional advice I provide, including having regard to the relevant published technical guidance and standards and complying with all laws.
- 5)** Act at all times with professional integrity, avoiding or managing any conflicts of interest and avoiding actions that are inconsistent with my professional obligations and the Objects of CIEEM.
- 6)** Ensure those working for me are appropriately qualified, trained, competent and supervised and supported.
- 7)** Cooperate fully with, and provide full assistance to, CIEEM in any Professional Conduct Inquiry Process undertaken under CIEEM's Professional Conduct Inquiry Procedures.
- 8)** Not interfere with, frustrate or otherwise seek to compromise, whether through any act or omission, the due process of any Professional Conduct Inquiry Process undertaken under CIEEM's Professional Conduct Inquiry Procedures.
- 9)** Demonstrate a commitment to avoiding discriminatory practices in my professional activities.
- 10)** Accept responsibility for my professional actions and decisions.

Supplementary Notes

These Supplementary Notes are provided to aid interpretation of the Code of Professional Conduct and set out a non-exhaustive list of factors which members of the Professional Standards Committee and Professional Conduct Panel may take into account when considering a complaint in relation to an alleged breach of the Code.

A reference in the Supplementary Notes to any CIEEM document or policy is a reference to it as it is in force for the time being. If there is any inconsistency between any of the provisions of the Code of Professional Conduct and any other CIEEM document to which it refers, the provisions of the Code shall prevail.

1) Members, through their professional conduct, have a responsibility to ensure that they do not bring the ecological and environmental management profession or their professional body into disrepute. This covers all of their activities (whether actions or omissions) and behaviours as a professional ecologist or environmental manager wherever they may work (whether for money or not). This would not normally cover their private life, including if convicted of a criminal offence, unless that offence is relevant to their professional work or brings the profession into disrepute.

2) Undertaking continuing professional development (CPD) is an obligation of professional membership of CIEEM. Members are required to record their CPD in the format prescribed by CIEEM and provide evidence of having done so in accordance with the CPD obligation.

3) Competence is defined as:

- You know what to do.
- You know why you do it.
- You know when to do it.
- You know how to do it.
- You can do it consistently well, and
- You know your limits and when to seek assistance.

The competence expectations for different grades of professional membership are set out in CIEEM's Competency Framework. Members are expected to use the Framework in order to assess their own competence and areas for development.

4) Professional judgement is the process of applying knowledge and experience when making decisions or providing advice. It is an important skill of any professional person, but such judgement can be open to challenge. A Member must be able to explain how they have applied their judgement and provide the justification for doing so. Examples of where professional judgement might need to be applied, and justified, include applying proportionality in response to a particular set of circumstances or context.

5) Acting with professional integrity includes acting honestly, honourably and in accordance with ethical principles such as fairness, impartiality, confidentiality, respecting others, and avoiding or managing conflicts of interest.

Professional obligations include, but are not restricted to:

- the requirement to comply with CIEEM's membership obligations as set out in the Bylaws (3) and Membership Regulations (4);
- the requirement to comply with recognised professional standards (but note the reference to professional judgement in the application of published technical guidance and standards as set out in note (4));
- the requirement to undertake work with due skill, care and diligence, including reporting fully with regard to any findings and recommendations;
- the requirement to act in the public interest subject to any legal constraints (e.g. by taking all reasonable measures, subject to any legal constraints, to (i) prevent the commission of wildlife crime by others (whether Members or non-Members); and (ii) support the enforcement agencies in their roles to investigate, prosecute and/or secure remediation of the effects of wildlife crime, in either case whether through reporting wildlife crime/suspected wildlife crime or otherwise);
- the requirement to share, wherever possible, data and other relevant information and to otherwise work to protect and enhance the natural environment;
- the requirement to demonstrate a duty of care to others when carrying out professional activities, for instance by complying with relevant health and safety standards;
- the requirement to conduct business relationships appropriately, including using (where relevant) clear Terms and Conditions for commissioned work and having in place appropriate levels of professional indemnity and public liability insurance (or ensuring that your employer does so) and avoiding any discriminatory practices; and

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- the requirement to use best endeavours to resolve differences of professional opinion in a constructive way.

6) Members, as employers, managers or supervisors, have a responsibility to encourage and support those working for them to maintain and enhance their professional competence. As a minimum Members must take all reasonable measures to ensure that those working for them or supervised by them are competent for the tasks that they are undertaking and undertake those tasks safely and to the standard required.

7-8) Members (whether the subject of a complaint or not) are expected to cooperate fully with and assist CIEEM in relation any Professional Conduct Inquiry Process undertaken under CIEEM's Professional Conduct Inquiry Procedures.

For example:

- a. Members must not seek to dissuade or discourage a person from bringing any complaint or from pursuing any complaint that relates to the Member's own, or any other Member's or Members', professional competence; and must not in any way penalise or threaten to penalise a person who has made such a complaint or who is pursuing such a complaint; and
- b. A Member shall not resign before or during the course of a Professional Conduct Inquiry Process in order to frustrate it and, if such a Member does resign, then CIEEM will deem their membership to continue for the purposes of completing the investigation.
- c. All Members involved in any Professional Conduct Inquiry Process must consider and respect the confidentiality of the process and are expected to restrict discussions about the complaint to those parties involved (including any witnesses), except where such disclosure is required by law or, where necessary or appropriate, to the party's immediate family or legal or professional advisors, provided that they agree to keep the information confidential.

9) Members are required, at all times, to demonstrate adherence with relevant legislation in respect of avoiding discrimination. Members are encouraged to promote equality of opportunities in their professional activities.

10) Members are expected to take responsibility for their actions, omissions and all behaviour. Members can demonstrate doing so through the subsequent actions that they take to acknowledge any mistakes and / or to put things right.

Implementation of the Code

Complaints of alleged breaches of the Code may be made by any Member or non-Member, whether an individual or an organisation, and may also be made by CIEEM.

The process for investigating an alleged breach of the Code of Professional Conduct is set out in the CIEEM Professional Conduct Inquiry Procedures .

CIEEM will not normally refer a Member to a Professional Conduct Hearing for alleged minor transgressions of this Code unless it forms part of a pattern of alleged unacceptable professional conduct.

The decision as to whether or not an alleged transgression warrants referral to a Professional Conduct Hearing will be made during Stage One of the Professional Conduct Inquiry Process under CIEEM's Professional Conduct Inquiry Procedures.

When a Member is found to be in breach of the Code of Professional Conduct this fact will be published, after time for an appeal has passed, in accordance with CIEEM's Professional Conduct Inquiries Publications Policy.



CIEEM

Championing a sustainable
natural environment