

Code of Professional Conduct (2024)

Regulation 4B

As the leading professional qualifying body for chemical, biochemical and process engineers, the Institution of Chemical Engineers (IChemE) expects its Members (as defined in paragraph 1 of the preamble to Regulation 4B), regardless of training or experience, to act with integrity and in the public interest, and to uphold certain standards of behaviour at all times.

This Code of Professional Conduct reflects the personal obligations on members, who should also act in accordance with the Statement of Ethical Principles published by the Engineering Council and Royal Academy of Engineering, as updated from time to time.

Compliance with, and agreement to, the provisions of this Code of Professional Conduct, as amended from time to time, is a condition of IChemE membership.

1. Introduction and key values

1.1. A successful application to become a Member of IChemE at any grade leads to admission to a professional body and, as such members, must adhere to the requirements of that professional body. This Code of Professional Conduct identifies the behaviours required of members. Breaches of this Code could lead to disciplinary action, including suspension or expulsion from IChemE.

1.2. This Code of Professional Conduct covers (a) the professional competence of members of IChemE when practising their engineering expertise regardless of location, (b) their professional relationships with IChemE, its members and staff, professional colleagues and members of the public, and (c) their conduct in their professional capacity or otherwise that could affect the standing of the profession and IChemE.

1.3. Three key values guide the strategy and operations of IChemE, and apply to the behaviour of all members:

1.3.1 **Accountability:** Everything IChemE does must stand scrutiny by the public, the Charity Commission, members, stakeholders, funders, the media, parliament and the courts.

1.3.2 **Integrity and honesty:** These should be central to all conduct when interacting with colleagues within IChemE as well as individuals and institutions outside it.

1.3.3 **Transparency:** IChemE strives to maintain openness throughout the organisation so maintaining the confidence of the public, the Charity Commission, members, stakeholders, funders, staff, the media, and parliament.

2. General duties

2.1 Members must, at all times:

2.1.1 Act with due skill, care and diligence and with proper regard for professional standards

2.1.2 Hold paramount the health and safety of others and themselves, drawing attention to hazards and preventing avoidable danger to health or safety.

2.1.3 Act properly and ethically at all times, including not engaging in malicious conduct intended or likely to disrupt activities associated with IChemE..

2.1.4 Act in a manner which prioritises sustainability, working actively to minimise environmental impact, and protect, wherever possible improve, the quality of natural environments.

2.1.5 Reject bribery and all forms of corrupt behaviour, complying with the [IChemE \[anti-bribery and corruption\] policy at all times.](#)

2.1.6 Proactively assess and manage risk – including to people, the environment, property and systems – working to minimise harms and helping others to do so, particularly to the natural world.

2.1.7 Be conscious and mindful of their own and others' professional and ethical liability, ensuring appropriate measures are in place including professional indemnity insurance where required.

2.1.8 Comply with IChemE's governing documents, regulations, values and relevant policies.

3. Personal Behaviour

3.1. Members should at all times behave in a manner appropriate to their position as a Member of IChemE, mindful of the integrity expected of members of IChemE in their personal conduct and avoiding behaviours which could undermine public confidence in the exercise of their professional responsibilities.

3.2 IChemE's qualified Member grades are widely recognised and demonstrate professional competence and commitment to employers, policy makers, regulators and society. It is important therefore that Members uphold the reputation and standing of the profession and of IChemE.

3.3. Members should always be conscious to how their work and behaviour could affect others, respecting the privacy, rights and reputations of other parties and individuals and taking all reasonable steps not to injure or attempt to injure, directly or indirectly, the professional reputation, prospects or business of any 3rd party.

3.4. Members should treat clients, colleagues, staff and other members of IChemE fairly, without bias, and with due respect. They should conduct themselves in a professional, honest, decent and courteous manner at all times, including appropriate use of language.

3.5. Members must treat people fairly and not discriminate unlawfully, victimise or harass anyone, during their professional dealings. Members should actively promote and support equality, diversity and inclusion within the profession and beyond.

3.6. Members should treat other members and staff with respect and courtesy at all times, taking care to not disrupt unduly the membership experience of fellow members.

3.7. As a UK charity, IChemE must remain independent and without political purpose. Individuals acting as Trustees or volunteers must not use their position within IChemE to canvass or express political views, including via e-mail and social media. Similarly, individuals must not use their IChemE position to seek to unduly influence other democratic processes.

3.8. Breach of this Code, and behaviour including, for example, dishonesty, indecency, harassment, bullying, violence, abuse of drugs or alcohol, could lead to disciplinary action under this Code.

4. Professional competence

4.1. When discharging their professional duties, members must act with competence and integrity, in the public interest, and must exercise all reasonable professional skill and care.

4.2. Members should work to continuously maintain and enhance their competence, undertake only professional tasks for which they are competent, and disclose relevant limitations of competence.

4.3. Members should take all reasonable steps to ensure that persons working under their authority are competent and suitably equipped to carry out the tasks assigned to them, and must accept responsibility for work carried out under their supervision.

4.4. Members should take responsibility for their own learning and development by undertaking appropriate continual professional development and keep adequate records..

4.5. Members should give due weight to facts, published standards and guidance relevant to the profession and the wider public interest.

4.6. Members must ensure their work is lawful and justified.

4.7. Members should avoid advertising or writing articles (in any medium) for publication in any manner (including social media) that is damaging to the reputation of IChemE or to the standing of their profession.

4.8. Members should act with competence and professionally in relation to any content that they publish in the public domain, including without limitation articles, blogs and all social media, and must communicate responsibly.

4.9. Members must be objective and truthful in any statement made in their professional capacity, challenging – in an appropriate way - statements or policies that cause them professional concern.

5. Insight

5.1 Members should recognise their own personal and professional abilities and limits, be self-aware and reflective. When appropriate they should seek support and follow advice and guidance.

5.2 Members should demonstrate consistently appropriate standards of personal and professional conduct, and must act with honesty and integrity, and maintain standards of ethics and behaviour in keeping with their profession.

5.3 Members must avoid, where possible, real or perceived conflict of interest, and advise affected parties when such conflicts arise.

5.4 Members should 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 they have a duty of care who in good faith raises any such concern.¹

5.5 Members must notify IChemE:

5.5.1 If they are convicted of a criminal offence or upon becoming bankrupt or disqualified as a Company Director or charity trustee.

5.5.2 Of an adverse court judgment, if this could reasonably be perceived as related to any aspect of this Code (in the UK or overseas).

5.5.3 If they have had membership of another professional body terminated as the result of a disciplinary procedure.

5.5.4 Of any other material changes to relevant information about them.

5.5.5 Of any significant violation of this Code by another Member.

5.6 Members should respond to any complaints made against them in a professional manner.

6. Confidentiality

6.1 Members must observe the proper duties of confidentiality owed to appropriate parties, respecting and protecting personal information and intellectual property.

6.2. Members may have access to confidential personal information through their activities on behalf of IChemE. If so, they are required to comply with appropriate data protection legislation and act ethically. Members may not disclose such information to any third party, other than as required by law. Failure to comply with this requirement could lead to disciplinary action under this Code.

6.3 Members must ensure the appropriate security of personal information that they may handle.

¹ Members should refer to the Engineering Council Guidance: <https://www.engc.org.uk/whistleblowing>

6.4 Members must comply with all legal or IChemE requirements regarding the use of IChemE's trademarks, goodwill, logos, corporate identity or other intellectual property (whether registered or unregistered).

7. Updates and guidance notes

7.1 IChemE may publish Guidance Notes and Policies for members from time to time containing advice as to specific conduct which is to be regarded as proper or improper as the case may be. Such notes shall be deemed to be part of this Code of Professional Conduct. In the event of any conflict between this Code of Professional Conduct and any such Guidance Notes and Policies, this Code of Professional Conduct takes priority.

7.2 In joining IChemE, all members agree to abide by this Code of Professional Conduct. Members re-affirm their commitment to this Code annually by renewal of their membership.

7.3 This Code is made and published as required by the By-laws of IChemE. Members should read and interpret it in accordance with those By-laws.

8. Misconduct

8.1 Members may be deemed to have committed improper professional conduct, and be referred under the Disciplinary Regulations, if:

8.1.1. in the reasonable opinion of the Board of Trustees, as delegated to a suitably appointed panel, an individual's conduct fails to conform with the By-laws of the Institution (including this Code of Professional Conduct, or with any advice published thereunder). This may include, but is not limited to, persistent minor breaches of this Code, or vexatious behaviour; or

8.1.2 they are convicted by a competent tribunal of any relevant criminal offence, or have in any other proceedings to which they are party been found by a Court or other competent tribunal guilty of conduct which (in either such case) in the reasonable opinion of the Board of Trustees, as delegated to a suitably appointed panel, renders them unfit to be members; or

8.1.3 they are, in the reasonable opinion of the Board of Trustees, as delegated to a suitably appointed panel, precluded from performing their professional duties, in a manner which is consistent with the standards of their profession, as a result of having been adjudicated bankrupt or of making a composition with their creditors; or

8.1.4 in the reasonable opinion of the Board of Trustees, as delegated to a suitably appointed panel, their conduct in other respects renders them unfit to be members of IChemE or is injurious to IChemE or to their profession.