

# Accreditation Body Code of Ethics

## General Principles

1. Each person associated with AB shall be guided by the highest standards of ethics, personal honour, engineering or scientific integrity and professional conduct.
2. Honesty, integrity, loyalty, fairness, impartiality, candour, fidelity to trust, and inviolability of confidence, except when required by law, are incumbent upon the professional conduct of every person associated with AB.

## Definitions

3. **AB Staff:** A person employed by AB in accordance with the laws of the State.
4. **AB Official:** A person who has a formal relationship with AB to conduct duties on behalf of AB and who is responsible to the Head, AB, for the conduct of these assigned duties.
5. **Stakeholder:** A person or organisation with an interest in the success of AB and its activities.

## Conduct of AB Staff and Officials in Relation to the Public and other Stakeholders

6. AB Staff and Officials shall avoid and discourage sensational, exaggerated and unwarranted statements with regard to professional matters and shall not participate in an unsound or illegitimate undertaking.
7. AB Staff and Officials shall not knowingly permit the publication of his/her articles or reports for an unsound or illegitimate undertaking.
8. AB Staff and Officials shall not give a professional opinion, make a report, or give legal testimony without being as thoroughly informed as might reasonably be expected considering the purpose for which the opinion, report or testimony is desired, and the degree of completeness of the information upon which its is based should be made clear.
9. AB Staff and Officials may publish dignified business, professional or announcement cards but shall not advertise his/her work or accomplishments in a self-laudatory or unduly conspicuous manner.
10. AB Staff and Officials shall not knowingly issue a false statement or false information even if directed to do so by employer or client.
11. AB Staff and Officials shall not falsely or maliciously attempt to injure the reputation or business of another official or stakeholder.
12. AB Staff and Officials shall freely give credit for work done by others to whom the credit is due and shall refrain from plagiarism in oral and written communications, and shall not knowingly accept credit rightfully due to another.
13. AB Staff and Officials shall endeavour to co-operate with others and will encourage the ethical dissemination of useful knowledge.
14. AB Staff and Officials shall endeavour to ensure that applicants for accreditation and participant in AB activities follow these standards and are otherwise qualified.
15. It shall be the duty and responsibility of every member not only to uphold these standards of ethics in precept and by example, but also, where necessary, to encourage by counsel and advice to other members their adherence to such standards.
16. AB Staff and Officials shall not conduct themselves in any manner that would bring AB accreditation into disrepute.

## Conduct of AB Officials in Relation to Employer or Client

17. AB Officials shall protect the interest of his/her employer or client so far as it is consistent with the public welfare and his/her professional obligations and ethics.
18. AB Officials who finds that his/her obligations to his/her employer or client conflicts with his/her professional obligations or ethics should have such objectionable conditions corrected or resign from their position as an AB Official.
19. AB Officials shall disclose to his/her prospective employer or client the existence of any interest which he/she holds, either directly or indirectly, having pertinent bearing on such employment.
20. AB Officials shall not use, directly or indirectly, any employer's or client's confidential information in any way which is competitive, adverse or detrimental to the interests of the employer or client.
21. AB Officials retained by one client shall not accept, without the client's consent, an engagement by another where there is likely to be a conflict of interest.
22. AB Officials who have made an investigation for any employer or client shall not seek to profit economically from the information gained, unless permission to do so is granted, or until it is clear that there can no longer be a conflict of interest with the original employer or client.
23. AB Officials shall not divulge information provided to him/her in confidence, except when required to do so by law. Members from regulatory agencies and "authorities having jurisdiction" within the public sector, may be required by law to report any contravention of the laws they are duty-bound to enforce.
24. AB Officials shall engage, or advise his/her employer or client to engage, and co-operate with, other experts and specialists whenever the employer's or client's interest would be best served by such service.
25. AB Officials shall not accept a concealed fee for referring a client or employer to a specialist or for recommending professional services other than his/her own.
26. Stakeholders and Officials may not seek to profit through employment with the AB; however, fair and reasonable expenses shall be payable in accordance with the regulations established by the State.

### OBLIGATION TO ABIDE

"I have read and reviewed this Code of Ethics and agree to abide by its contents. I further warrant that I have read and reviewed the AB Confidentiality And Impartiality Policy and agree to abide by its contents."

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Signature

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Date