

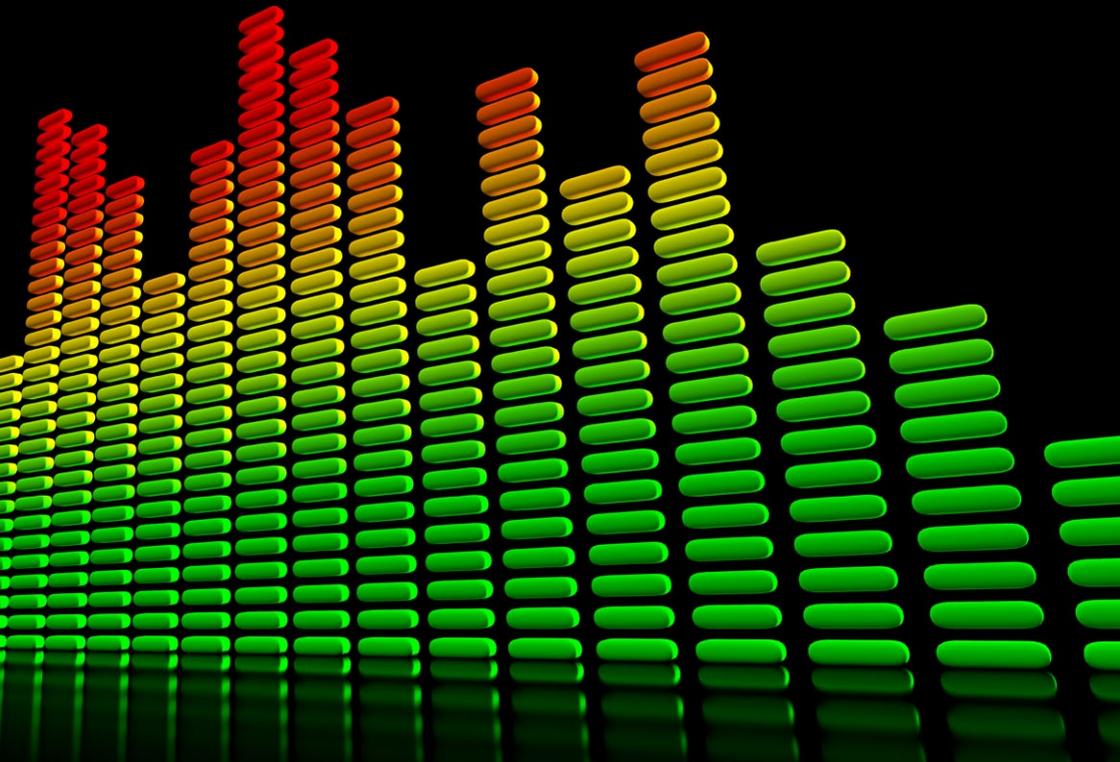
**ISCVE**

**Institute of Sound,  
Communications  
and Visual Engineers**

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Committed to technical excellence

# **Code of Conduct** for Supporting Members



As a professional body, ISCVE Ltd (Institute of Sound, Communications and Visual Engineers) has a responsibility to set rules and professional standards to direct the behaviour of its members and to further the aims of the Institute.

This Code of Conduct indicates the manner in which supporting members are required to conduct themselves. The reputation of the Institute is further enhanced by supporting members who are well qualified and have a professional commitment to a standard of excellence in their work.

All ISCVE supporting members are required to conform to this ISCVE Code of Conduct. All supporting members of the Institute are encouraged to uphold and demonstrate, Environmental, Sustainable and Security considerations as part of their ethical behaviours, thereby reinforcing the members' commitment.

### **Professional conduct**

The ISCVE title identifies a professional who is competent, responsible and dedicated to the ideas represented by the Code. Throughout their professional life supporting members of the Institute must:

- 1** Perform professionally, competently and responsibly.

Carry out their own work or supervise the work of others with due regard to technical quality, appropriate insurance cover and the interests of employees and clients; communicating and performing to an acceptable standard; and with a duty of care to employees and clients.

- 2** Safeguard the environment and public health and safety.

Take all reasonable care to avoid damaging the environment, introducing security risk, or creating any danger of death, injury or ill-health to any person or damage to property.

- 3** Comply with all relevant laws, regulations, standards and codes.

Work in accordance with the relevant statutory requirements and conform to the appropriate European and British Standards Codes of Practice. In the case of those registered with the Engineering Council, also conforming to that Council's Codes of Professional Practice.

- 4** Broaden, improve and maintain their skills, knowledge and personal qualities. Keep up-to-date with developments in sound and communications engineering by engaging in Continuing Professional Development (CPD) and other relevant training activities. If requested to do so, employees who are members, must submit their CPD for examination by the Institute. Failure to supply evidence of CPD without good reason may result in disciplinary action, the ultimate sanction for which is removal from membership.
- 5** Each supporting member shall order their conduct so as to uphold the reputation of the Institute and the dignity of the profession and shall not engage in any activity that corrupts or denigrates the profession. Supporting members shall not maliciously or recklessly injure or attempt to injure whether directly or indirectly the professional reputation of others, whether they are members or not.
- 6** Abide by the Code of Conduct. Accept responsibility as a supporting member to comply and co-operate with the Institute in the operation of its disciplinary procedures and any investigation that may occur as a result. Supporting members will not be permitted to attempt to avoid investigation by resigning their membership before the findings of the Institute are published.

## **Personal integrity**

Each supporting member shall accord to the Institute the same degree of integrity that they provide to the profession in general. Supporting members shall deal fairly and honestly with employees, clients, suppliers, fellow members, the media and the community and if required to give a professional opinion shall do so conscientiously and without malice. In the event of a dispute, a supporting member shall explicitly ask a client whether any other ISCVE member or supporting member is acting for the client on the same project, and if so, require that the other member is informed of the situation.

A supporting member asked to give an opinion on the work of a member shall seek an assurance that the latter member is informed of the situation.

## **Declaration of interest**

Any supporting member having a personal interest in any business which conflicts or competes with those of their own business and/or client shall disclose all relevant facts and shall not seek to gain advantage by promoting disguised or undisclosed interests.

## **Disclosure of information**

Supporting members shall scrupulously maintain the confidentiality of information entrusted to them (except as required by order of a court or competent authority) and shall not make use of any information given or obtained in confidence for personal gain or otherwise without express prior consent.

## **Enforcement of the Code**

The acceptance of this Code of Conduct is mandatory on all supporting members of the Institute at any level, and it is the duty of supporting members to assist in the implementation and enforcement of the Code, and they shall be supported by the Institute for so doing.

Unfair, reckless or malicious use of the Code to damage the reputation or welfare of a member shall be deemed a breach of the Code. The Institute shall initiate procedures and nominate a person or persons to determine if a breach of the Code has occurred. Any supporting member found, after due investigation and representation, to be in breach of this Code will be expected to take whatever action is necessary to correct the infringement and confirm to the ISCVE when this has been satisfactorily achieved.

Subject to independent confirmation, should the corrective action be considered adequate and appropriate then the case will be closed otherwise the offender may be suspended or expelled from membership. Whilst investigation and any corrective action is in progress, no supporting member under investigation may resign their membership until the findings of the Institute are published. The Institute expects all the supporting members involved to behave in a responsible and professional manner until the required resolution is achieved.

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