

Code of Conduct for Members

Of the Institute of Sound,
Communications and
Visual Engineers

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

All ISCVE members of any grade and category are required to conform to this ISCVE Code of Conduct.

All 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, members of the Institute must:

- 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 employers, employees and clients; communicating and performing to an acceptable standard; and with a duty of care to employers, employees and clients.

- 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.

- 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 (UK Spec), also conforming to that Council's Codes of Professional Practice.

- Broaden, improve and maintain their skills, knowledge and personal qualities.

Keep up-to-date with developments in sound, communications and visual engineering by engaging in Continuing Professional Development (CPD) and other relevant training activities. If requested to do so, 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.

- Each 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. 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.

- Abide by the Code of Conduct.

Accept responsibilities as a 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. 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 member shall accord to the Institute the same degree of integrity that they provide to the profession in general. Members shall deal fairly and honestly with employers, 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 member shall explicitly ask a client whether any other ISCVE member, of any grade and category, is acting for the client on the same project, and if so, require that the other member is informed of the situation.

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

Each member shall respect and maintain the physical and cyber security of systems and data on which you work, or to which you have access.

If a genuine concern is raised and you have a reasonable belief that you are acting in the public interest, ie, whistleblowing, UK law offers individuals protection from action taken by an employer for simply reporting a concern.

Declaration of Interest

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

Disclosure of Information

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 for all members of the Institute, of any grade and category, and it is the duty of 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 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 Institute 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 member under investigation may resign their membership until the findings of the Institute are published. The Institute expects all the members involved to behave in a responsible and professional manner until the required resolution is achieved. All members should notify the Institute if they have membership terminated by another professional body, as a result of a disciplinary procedure.

Member's declaration

I hereby declare that I have read and understood the Code of Conduct of ISCVE (Institute of Sound, Communications and Visual Engineers) and will abide by all the provisions of the Memorandum, Articles and Regulations.

I further understand that Council may make necessary, binding alterations to these documents that I am obliged to adopt. I understand that I am required to contribute to the ISCVE by advancing its aims and objectives both in principle and practice.

I also undertake that should I receive formal notification of cancelled membership or membership becomes lapsed, that I have been declared to no longer be a member of the Institute and I shall:

- Cease to claim ISCVE Membership
 - Cease to use ISCVE logo and other privileges
 - Cease to use designatory letters (applicable only to individual members).
 - Cease to use any issued ISCVE ECS cards* (applicable only to individual members).
- * The ISCVE is legally required to revoke ECS cards upon lapse of Membership.

Dated:

Signed:

(tick box for digital use)

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Print Full Name:

When you have dated, ticked and entered your full name please save this PDF locally on your computer/device. Then click the upload button or scan the QR card to upload the completed PDF to ISCVE. Thank you.

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