

Code of Conduct for Members

Of the Institute of Sound,
Communications and
Visual Engineers

As a professional body, ISCVE (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.

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:

■ Governance Compliance

Comply with the requirements of the ISCVE's Memorandum and Articles of Association, in so far as they apply to them.

■ Safeguard the environment and public health and safety

Uphold and demonstrate environmental, sustainable and security considerations as part of their ethical behaviours.

Respect physical and cyber security of systems and data on which they work.

Take all reasonable care to avoid creating any danger of death, injury or ill health to any person or damage to property.

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

■ Broaden, Improve and maintain 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.

■ Reputation

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 or welfare of others, whether they are members or not.

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 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.

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.

Members shall advise the Institute if they have;

- Received a criminal conviction, or an adverse civil court judgement, related to any aspect of the ISCVE Code of Conduct.
- Had membership of another professional body terminated as the result of a disciplinary procedure.
- Been declared bankrupt or disqualified as a Company Director or Charity Trustee.

Enforcement of the Code

The acceptance of this Code of Conduct is mandatory for all members of the Institute in any grade, 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 doing so.

All members shall comply and co-operate in the operation of ISCVE's disciplinary procedures and any investigation that may occur as a result.

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 members involved to behave in a responsible and professional manner until the required resolution is achieved.

ISCVE Governance documents are available to view on the website www.iscve.org.uk

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)

<input type="checkbox"/>	<input type="text"/>
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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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