

CODE OF CONDUCT

1. Members shall act in a manner that will protect life, contribute to the well-being of the community as a whole and thus enhance public health, safety and welfare.
2. Members shall be committed to the need for sustainable management of resources and to minimising any adverse effects on the environment through either their actions or inactions.
3. Members shall recognise and only work within their area of competence and in a professional manner.
4. Members shall endeavour to maintain their knowledge and competence on a continuing basis.

ADVOCATES

1. This code recognises that Members, either through their own volition, or by direction of their employer are sometimes faced with situations in which they might choose or be required to carry out actions which lie outside the Code.
2. As a support network, IRHACE shall maintain a number of Advocates who may be approached by Members on a confidential basis for advice on how to deal with situations encompassing concerns related to the Code of Conduct.
3. Members who observe another Member behaving in a manner outside the Code may also choose to approach an Advocate for advice.
4. Advocates shall restrict their activities to giving advice on a confidential basis to those who approach them, unless the person seeking advice requests the Advocate to attempt mediation by approaching the person whose actions are causing concern.
5. Should an Advocate consider that a serious breach of the Code has occurred then they shall advise the person seeking their advice to refer the matter to the Institute President.

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DISCIPLINARY ACTION

1. Any complaint about the conduct of a Member shall be made to the President.
2. On receipt of a complaint the President shall initially interview both the person making the complaint and the Member against whom the complaint is made to ensure that the matter cannot be handled informally via mediation or the Advocate system. The names of both parties shall be held in confidence during this stage.
3. In the event that the President considers that the complaint is frivolously brought by a Member he/she shall convene the Disciplinary Committee to judge the conduct of the Member making the complaint.
4. In the event that the President considers that the complaint may have substance he/she shall require that the complaint be stated in writing and shall then convene the Disciplinary Committee.
5. The Disciplinary Committee shall consist of the President of the Institute, who convenes and chairs the Committee and two Past-Presidents willing and able to serve.
6. The Disciplinary Committee shall investigate allegations of misconduct, conducting its enquiries in confidence, and ensuring that both the complainant and Member against whom the complaint is made are fairly heard.
7. Any person involved may choose to have another Member of the Institute act as their advocate during proceedings, but no party shall be entitled to legal representation.
8. The Disciplinary Committee shall report through the conveyor to Council in Committee, recommending any sanction it considers appropriate regarding censure or membership suspension or termination.
9. The Council shall consider the recommendation of the Disciplinary Committee and shall confirm or amend the decision as it thinks fit. The member shall be informed of the decision in writing. The member may appeal the decision, on the basis only of new information previously unavailable, to the Council in writing within 21 days of being notified of the decision, stating the reasons for the appeal. The Council shall consider the appeal and shall confirm or amend the decision as it deems fit, and the decision shall then be implemented.
10. The President shall inform the Member making the complaint as to whether their complaint was found to be substantiated and the basis for that decision.
11. The Disciplinary Committee shall maintain all written records in a confidential manner for a period of 5 years following presentation of its recommendation to Council.