

CODE OF ETHICS & GUIDELINES FOR INTERPRETATION





Introduction

The ITP Code of Ethics and Interpretation Guidelines provide a resource for members of ITP. They also serve as a study guide for all new applicants who must complete the ITP Ethics Examination as part of the process of becoming registered members.

Professional Recognition

ITP controls the letters C.E.T., CTech and AScT within the province of Prince Edward Island. The Certification Board determines the appropriate classification based on their assessment of each applicant's academic and work experience. ITP also provides both associate and student membership

Preamble

In the course of their work, members of ITP should use their expertise to heighten the quality of life for all people. Further, they should practice their professions honorably and ethically in order to earn the confidence and respect of the public, their client or employer, and their fellow members. The purpose of this Code is to enumerate and elaborate upon basic principles of ethical conduct that apply to members of ITP. The following Code of Ethics shall be interpreted as a guide only, and not as a rejection of the importance of other duties not explicitly listed.

Members of ITP shall:

General

1. At all times, act with professional integrity, faithfulness to the needs of the public, and fairness and loyalty to their client or employer and to their fellow members.

Relations with the Public

2. Regard their duty to public welfare as paramount and take due care for the safety of life and health of the public who may be affected by the work for which they are responsible.

Relations with Clients and Employers

3. Act for each client or employer as a faithful agent or trustee and act with fairness and justice between each client or employer and the contractor where contracts are involved.
4. Present clearly the consequences to be expected from deviations proposed if their judgment is overruled by a non-technical authority in cases where they are responsible for the technical adequacy of applied science technology work.
5. Engage or advise their client or employer to engage, and cooperate with, other experts and specialists whenever the client or employer's interests are best served by doing so.
6. Promptly disclose any conflict of interest to their client or employer and refrain from engaging in activities which will affect or compete with the business of their client or employer except where they have their client or employer's consent.

Relations with Other Engineering and Applied Science Technicians and Technologists

7. Keep informed of technological advances and endeavor to provide opportunities for the technical development and advancement of engineering and applied science technicians and technologists in their employ.
8. Take care that credit for engineering work is given to those to whom credit is properly due.
9. Not, directly or indirectly, injure the technical reputation, prospects or practice of another engineering technician or technologist.
10. Compete with other engineering technicians and technologists fairly and in good faith.
11. Present information to the proper authority for action where another engineering technician or technologist is guilty of unethical, illegal or unsafe practice and not become associated in responsibility for work with that engineering technician or technologist.

Guidelines for Interpreting the Code of Ethics

General

Principle 1

At all times, members of ITP shall act with professional integrity, faithfulness to the needs of the public, and fairness and loyalty to their client or employer and to their fellow members.

Elaboration:

Members shall...

- Avoid engaging in scandalous, dishonorable or disgraceful conduct that would provide for their own advancement but jeopardize the dignity and integrity of the profession.
- Refrain from using their relationship with a nonmember, a partnership or a corporation to disguise unethical acts or to avoid personal responsibility.
- Undertake and accept responsibility only for the professional tasks that they are qualified to perform by the nature of their training and experience. Members should monitor their own levels of competence. They should be familiar enough with the professional task to know that they can become competent within a reasonable period of time through study and research, or can hire a colleague or consultant without delaying the project or incurring unnecessary expense. In short, it is crucial that the project not be jeopardized by the member's lack of competence.
- Represent their qualifications accurately and honestly to their client or employer and to fellow members.
- Comment on a professional subject only when their view is based upon adequate knowledge and honest conviction. Members should differentiate between facts, assumptions, and opinions with respect to applied science technology when they prepare reports, converse with employers, clients and fellow members, make statements to the media, publish papers and articles, and participate in public discussions.
- Avoid making *ex parte* statements, criticisms or arguments on matters regarding public policy when they are motivated or funded by private interests, unless those interests are disclosed.
- Be acquainted with current safety codes, standards and other external regulations affecting their area of expertise and comprehend their impact on the safety and welfare of the public.
- Interest themselves in both the immediate and long-term implications of applied science technology for the public welfare and the environment. Members should know when the use of a particular technology may endanger the long-term safety of the public and should inform their client or employer accordingly.
- Refuse to complete, sign or seal plans or other documents that, in their professional opinion, do not conform to current standards or would result in unacceptable risks to the public welfare or the environment. Members may also be required to take other appropriate action if in their professional opinion; unacceptable risks to the welfare of the public or the environment exist. In each case, members should balance the nature and extent of the risks against the potential benefits of the technology in question. How severe is the potential harm to the public? How widespread and probable is the danger? Is the public aware of the risks? Will the risks be voluntarily taken by members of the public? Will members of the public who are at risk reap the benefits of the technology? The greater the

- risks, the more imperative it will be that the member reveal them promptly and responsibly.
- Promote public knowledge of applied science technology and the alternatives which it makes possible, as well as its associated problems.
 - Endeavor to enhance the public regard for the profession.
 - Refrain from association with enterprises contrary to the public interest.

Relations with Clients and Employers

Principle 3

Members of ITP shall act for each client or employer as a faithful agent or trustee and act with fairness and justice between each client or employer and the contractor where contracts are involved.

Elaboration:

Members shall...

- Perform their work with a view to promoting the objects of their client or employer in a broader sense than by simply completing particular tasks. Members working for a client on a short-term contract, for instance, should make a special effort to avoid conflicts of interest and to cooperate with the other engineering and applied science technicians and technologists involved in the project.
- Exercise the same degree of care and skill in performing their duties that a reasonable engineering technician or technologist would exercise.
- Be sincere and realistic with their claims and estimates. Members should never falsify results. Overly positive reports of cost and time requirements will make it difficult for a client or employer to choose wisely between available alternatives and to predict overall completion dates and costs.
- Inform their client or employer when they believe that an undertaking will not be successful.
- Preserve the confidentiality of information regarding the business affairs or technical processes of their client or employer. Members should only disclose confidential information with their client or employer's consent. Their duty of loyalty to their client or employer continues even after the termination of the working relationship. Thus, difficulties arise when members change jobs within the applied science technology field. Members should not, in those circumstances, reveal to their new client or employer such information obtained from their previous client or employer as marketing plans, special manufacturing techniques, or as yet unreleased product descriptions.
- Recognize and protect the ownership of designs supplied by their client or employer and refrain from duplicating them for others without express permission.
- Enter into agreements regarding their client or employer's ownership of patents or trademarks on relevant plans, designs, inventions or other records before commencing a particular project.
- Refrain from the use of equipment, supplies and laboratory or office facilities belonging to their client or employer to carry on outside business, except with the consent of their client or employer.

Principle 4

Members of ITP shall present clearly the consequences to be expected from deviations proposed if their judgment is overruled by a non-technical authority in cases where they are responsible for the technical adequacy of applied science technology work.

Elaboration:

Members shall...

- Counsel their client or employer when it appears that an undertaking will jeopardize the interests of their client or employer, or the public.
- Dissent both orally and in writing, particularly for controversial matters, so that the information and assumptions that they put forward are set out plainly and effectively.
- Notify the appropriate regulatory authorities if their client or employer is unresponsive.
- Recognize that their obligations under this principle continue even after their recommendations are overruled by their client or employer, if hazardous, illegal or unethical professional activities continue to be conducted.

Principle 5

Members of ITP shall engage or advise their client or employer to engage, and cooperate with, other experts and specialists whenever the client or employer's interests are best served by doing so.

Elaboration:

Members shall...

- Accurately relate their qualifications for proposed applied science technology projects.
- Take responsibility for engaging the services of other professionals who have the expertise to supplement their own capabilities. Members should regard this duty as particularly important since the dynamic nature of technology makes it more and more difficult for engineering and applied science technicians and technologists to be conversant with every new development.

Principle 6

Members of ITP shall promptly disclose any conflict of interest to their client or employer and refrain from engaging in activities which will affect or compete with the business of their client or employer except where they have their client or employer's consent.

Elaboration:

Members shall...

- Avoid outside activities that will have an adverse effect on their client or employer's business. Conflicts of interest are circumstances in which members allow their external interests to interfere with their duty of loyalty to their client or employer. Honesty and fairness demand that in these situations, members disclose to their client or employer any interests that might be considered to be biasing factors.
- Refuse compensation, financial or otherwise, from more than one interested party for the same service or for services pertaining to the same work, except where they have the consent of all interested parties.

- Decline commissions or allowances, direct or indirect, from contractors or other parties dealing with their client or employer in connection with the work for which they are responsible, except with the consent of their client or employer.
- Take no financial interest in the bids as or of a contractor on competitive work for which they are employed as an engineering technician or technologist unless they have the consent of their client or employer.
- Prevent any interest in any business from affecting their decisions regarding applied science technology work for which they are employed or which they may be called upon to perform.
- Value the interests of their client or employer over their own interests in the event that they are instructed to continue in spite of a conflict of interest.

Relations with Other Engineering and Applied Science Technicians and Technologists

Principle 7

Members of ITP shall keep informed of technological advances and endeavour to provide opportunities for the technical development and advancement of engineering and applied science technicians and technologists in their employ.

Elaboration:

Members shall...

- Attain and maintain proficiency in their area of expertise by exposing themselves to new developments. Members should be committed to continuous professional development and education. In addition, they should be free to learn new skills through their work provided that the project is not jeopardized and that honesty is maintained with their client or employer and with other engineering and applied science technicians and technologists.
- Endeavour to contribute to the body of knowledge within their area of involvement. Members should take an active role in technical and professional developments seminars and continuing education programs. Moreover, they should contribute to the discourse advanced by professional literature and instructional activities in their area of expertise.
- Demonstrate understanding, professionalism and technical expertise to the engineering and applied science technicians and technologists under their supervision.
- Present prospective employees with comprehensive information regarding their working conditions and the proposed status of their employment. During their employment, members should keep employees informed of any changes in their working conditions or in their status.
- Provide opportunities to further the professional development of the engineering and applied science technicians and technologists in their employ. Members should encourage their employees to attend and give presentations at professional and technical meetings and should facilitate their employee's efforts to improve their education.

Principle 8

Members of ITP shall take care that credit for engineering work is given to those to whom credit is properly due.

Elaboration:

Members shall...

- Whenever possible, acknowledge the contributions of the professionals with whom they are associated and name the individuals who are personally responsible for designs, inventions, writings or other accomplishments. Members should act with courtesy and good intentions towards their colleagues. In particular, members have a duty to recognize the rights of engineering and applied science technicians and technologists who are obligated to work for them by contracts of employment.

Principle 9

Members of ITP shall not, directly or indirectly, injure the technical reputation, prospects or practice of another engineering technician or technologist.

Elaboration:

Members shall...

- Exercise restraint when commenting on the job performance of another engineering or applied science technician or technologist. Members should not evaluate the work of a colleague without the knowledge of and communication with that individual where feasible, except in situations where review is customary and anticipated.
- Refrain from criticizing the work of another technician or technologist in public whenever possible. Members should recognize the fact that engineering technician and technologist societies and press provide the proper forum for technical discussions and criticisms.
- Act professionally and prevent personal or unrelated problems from intruding on their relationships with other members.
- Expect and direct other engineering technicians and technologists to act only in a manner that is professional and in keeping with the public good.

Principle 10

Members of ITP shall compete with other engineering or applied science technicians and technologists fairly and in good faith.

Elaboration:

Members shall...

- Represent accurately their academic and professional qualifications as well as those of other engineering or applied science technicians and technologists. Members should not exaggerate their responsibility for or degree of involvement in previous projects.
- Ensure that compensation is fair and appropriate with respect to the services rendered. Members should not reduce their fees to the extent that the quality or safety of the project is in jeopardy.

Principle 11

Members of ITP shall present information to the proper authority for action where another engineering technician or technologist is guilty of unethical, illegal or unsafe practice and not become associated in responsibility for work with that engineering or applied science technician or technologist.

Elaboration:

Members shall...

- Guard against conditions that are dangerous to the interests of the public or to the safety of their colleagues on work for which they are responsible.
- Take measures to correct or block unethical practice. "Whistle-blowing" is the process whereby members report another engineering or applied science technician or technologist for unsafe, unethical or illegal activities. This requires a breach of the member's duty of loyalty to the other, and often a breach of confidentiality. Hence members should only "blow the whistle" when the problem poses a serious harm to the public and when all avenues within their company or under their contract have been exhausted.

ITP Mission

To advance the professions of Applied Science / Engineering Technology in Prince Edward Island for the benefit of Society.



For information contact:

Island Technology Professionals
P.O. Box 1436
Charlottetown PE
Telephone 902.892-8324
E-mail: info@techpei.ca
Website: www.techpei.ca

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