



Institute of Quarrying New Zealand (Inc.)

Code of Professional Conduct

Introduction

This document provides guidance to members on the discharge of their professional duties by setting out their obligations and describing principles and guidelines which can be applied in different contexts according to the judgement of the individual.

Since it is not possible to anticipate or prescribe every situation that might arise in the industry, a general obligation written into the Code is that each member should consider the interests of the public, the employer or client and the Institute before personal interest in every case that there is a conflict between these interests.

It should be noted that any member contravening the Code may be subject to disciplinary action.

The objectives of the Institute of Quarrying New Zealand (Inc.) are set out in the Memorandum of Association and can be summarised as follows:-

- Advancement of the science of quarrying in the interests of the public at large.
- Promoting and fostering area organisations (branches) of persons engaged in the industry to solve problems.
- Establishment and maintenance of standards of quality and workmanship in the industry.
- Collaboration and exchange of views with any person in order to improve working conditions, safety and technology to the benefit of the industry.
- Establishment of public relations and a publicity organisation.

There is a general expectation of all members to seek to improve the understanding of the science of quarrying, the safety and working conditions of persons employed in the industry, the reputation of the industry and the relations between the industry and the general public.

In addition, the Code of Conduct imposes obligations upon each member to protect and enhance the reputation of the Institute, since this is for both his/her own benefit and the benefit of all members, and to exhibit honesty, probity and integrity in business. Expectations of behaviour are also expressed with respect to protection and concern for the public, the environment and the client or employer.

Definition of Terms

- In this code, 'members' shall be taken to mean both corporate and non-corporate members of the Institute.
- The term 'employer' shall also be taken to mean 'client'.
- The 'industry' shall be taken to mean the quarrying industry including specialist supply companies.
- 'He' and 'his' shall be read to include 'she' and 'hers'.

Conditions of membership

- It is a condition of membership that each member abides by the Code of Conduct and is subject to the disciplinary procedures.
- Recognition of the power of the Executive Board to discipline members who breach the Code by means of expulsion is also a condition of membership.
- Acceptance of these conditions is signified by renewal of, or application for, membership by payment of the annual subscription fee or application fee respectively.

General obligations of members

- To have regard for the interests of the Institute and the general public.
- To enhance the reputation and pursue the objectives of the Institute.
- To contribute to the training of others.
- To communicate in a way that is not misleading or deceptive.

Use of designatory letters

- Members must not abuse the use of designatory letters by using or implying the right to use such letters to which he is not entitled.
- Designatory letters may be used only in conjunction with their personal name and not in conjunction with any business or organisational name.

Health and Safety

- When carrying out his duties of employment, each member should have the highest regard for the health, safety and welfare of workers for whom he is responsible and that of the general public.

Conduct in employment

- A member should perform his duties to the best of his ability and act in all matters towards his clients and employers in an honourable manner.
- A member, when asked to give advice, must provide an objective, honest opinion that is based on sound data and/or experience and proper enquiry.
- A member must not knowingly divulge confidential or commercially valuable information gained through employment unless:-
 - a) having the written permission of the employer
 - b) required to do so under law
- A member must treat his colleagues with honesty and integrity and not maliciously defame another member for business or personal gain.
- A member must not engage in any anti-competitive activity and must at all times adhere to the requirements of the Commerce Act 1986 and its subsequent amendments (2013).
- A member must disclose personal interest wherever it might affect a business decision.

Competence

- A member should ensure that he is knowledgeable of current professional concepts, science and technology and maintain knowledge adequate to competently carry out their technical duties of employment eg. by study, reading, formal or informal training as necessary.
- A member should not undertake work for which he is not competent by virtue of training or experience.
- Members must undertake appropriate levels of CPD for their respective Certificate of Competence (CoC), as described in the legislation, noting that failure to do so could result in loss of that CoC.

Protection of the Environment

- A member should protect the environment by taking all reasonable measures to prevent pollution, generation of waste, nuisance and the unnecessary disturbance or destruction of wildlife species or habitat.
- A member should strive to mitigate the impact of quarrying activities upon local residents and the public.
- A member should, in the course of carrying out his duties, strive to make most efficient use of natural resources and to reduce energy consumption.

Conduct at Institute events

- A member must behave in a responsible manner at all times giving due regard to the interests of both the Institute and others present.
- In the event of unacceptable conduct at either branch or national functions, for example, but not exclusively: drunken, rude or disrespectful behaviour, which could be harmful to the good name of the Institute, the committee responsible for the organisation of the event must take steps to ensure that the incident is investigated and that appropriate action is taken without delay.
- If any Institute officer is unclear about the above obligations, advice should be sought from IOQ NZ (Inc.) Executive Board.
- In the event of either repeat or gross misconduct by an Institute member at social or other events, for example, but not exclusively: violent, aggressive or abusive behaviour, sexual or other harassment, non-compliance with safety regulations, criminal or other actions requiring the involvement of police or emergency services, the matter must be referred by the organising committee to the Institute's President for referral to a Disciplinary Panel.
- It is the duty of individual members to ensure that any non-member guests who are deemed to have behaved in an unacceptable manner at an IOQ NZ (Inc.) function are not invited to participate in future events for such a time as is considered appropriate by the committee responsible for organising the event or by the Disciplinary Panel in respect of a serious incident.

Equal Opportunities

- Members shall not discriminate on the grounds of gender, race, ethnic origin, sexual orientation, marital status, creed, nationality, disability or age and shall seek to promote and practice the principles of equal opportunity.

Disciplinary Procedures

- Members are referred to the Institute's Disciplinary Procedures, which support this Code of Professional Conduct:
 - refer to section 19 of the Rules of the IOQ NZ (Inc.) and/or
 - refer to section 9 of the By-Laws of the IOQ NZ (Inc.)

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