



The Institute of Healthcare Engineering and Estate Management

AUTHORISING ENGINEER (VENTILATION) CODE OF CONDUCT

All Members shall comply with the current IHEEM Code of Conduct as below and the specific undertakings of the ventilation technical platform. Members shall read the *Statement of Ethical Principles* published jointly by The Engineering Council and The Royal Academy of Engineering in conjunction with this Code of Conduct.

1. Code of Conduct

Every member of the Institute of Healthcare Engineering and Estate Management (IHEEM) shall always, so order their conduct as to uphold the reputation and standing of the Institute and the profession and to safeguard the public interest.

Each member shall always act with due skill, care and diligence and with proper regard for professional standards.

2. Introduction

IHEEM is a professional body, representing the interests of Engineering and Estates Management staff engaged in the provision, planning, design, operation and maintenance of Healthcare facilities. The aims and objectives of IHEEM are to promote the high standard of its members in all their professional undertakings and responsibilities, and to emphasise the importance of all members adopting a strong personal ethical role to society, to their clients and to each other throughout their professional life.

As a condition of membership of the Institute all members shall be bound by the Articles of Association, Byelaws, and Regulations of IHEEM and to adhere to this Code of Conduct.

If any elements of this Code of Conduct conflict with local laws, members are required to comply with this Code of Conduct to the maximum extent possible without breaching such laws.

3. Integrity, Health, Safety and Environment

All members are always expected to act with integrity and exercise reasonable care in making decisions in the public interest to prevent avoidable danger to health and safety.

Members shall also act in accordance with the principles of sustainability and prevent avoidable adverse impact on the environment.

4. Qualifications and Responsibilities

Members shall ensure that only legitimate qualifications and demonstrable experience are cited as evidence of professional competence, disclosing any relevant limitations of their competence.

Members shall only undertake professional tasks for which they have verifiable competence and accept appropriate responsibility for all work carried out under their supervision, treating all persons fairly without bias or prejudice and with respect avoiding, where possible, real or perceived conflict of interest and advise affected parties when such conflicts arise.

Members shall observe the proper duties of confidentiality owed to appropriate parties.

5. Education, Training and Risk

Members shall undertake to keep abreast of new knowledge and techniques, to maintain and enhance their competence and to share that information wherever and whenever appropriate for the general benefit of their professional colleagues.

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Members must maintain a record of evidence of Continuing Professional Development. The Institute shall from time to time require the member to provide such a record for the purposes of review and constructive feedback. Persistent failure to do so will put at risk the registration status of the member.

Members shall participate whenever possible in the activities of IHEEM and promote and protect the interests of the Institute.

Members shall promote the education and training of Individuals in Healthcare Estates & Facilities Management and encourage suitable candidates and other relevant bodies to apply for membership of IHEEM.

Members shall also encourage others to advance their learning and competence to improve the understanding of Technology and envisaged potential consequences.

They shall offer honest critical feedback of technical work in a constructive manner to advance corporate learning, assessing and managing relevant risks and liabilities and communicate these properly.

If appropriate members shall hold professional indemnity insurance.

6. Professional Behaviour

Members shall conduct themselves at all times in a manner befitting a professional member of IHEEM and in no circumstances engage in any act or behaviour that could bring IHEEM or its membership into disrepute.

Examples of professional conduct include, but are not limited to:

- To treat fairly all persons regardless of such factors as race, religion, gender, disability, age, sexual orientation, or national origin or heritage.
- To avoid injuring others, their property, reputation, or employment by false or malicious action.
- To reject bribery in all its forms and not improperly offer or accept either directly or indirectly payment or other inducement to secure work, employment or other personal gain.
- To take reasonable and appropriate steps to inform an employer, contractor, or client in writing of any conflict between their personal interest and faithful service to their employer or client that may impair their ability to make objective judgements.
- To raise a concern about a danger, risk, malpractice or wrongdoing which affects others ('blow the whistle') and support a colleague or any other person to whom they have a duty of care who in good faith raises any such concern.
- To take all steps to avoid and mitigate risk to physical and cyber security.

Members shall notify the Institution if they have:

- received a criminal conviction, or an adverse civil court judgement, related to any aspect of the Institution's Code of Professional Conduct (whether in UK or overseas);
- been declared bankrupt or disqualified as a Company Director or Charity Trustee;
- had membership of another professional body terminated as the result of a disciplinary procedure.

Members shall notify the Institution of any significant violation of the Institution's Code of Conduct by another member.

The IHEEM Council produces Disciplinary Regulations for the purpose of stating the way allegations of improper conduct that may be brought to the notice of the Institution and investigated.

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Any member found guilty of improper conduct will be penalised in accordance with the disciplinary regulations.

7. Promotion and Publicity

Members shall not issue public statements on behalf of their clients, their employers or IHEEM without the expressed agreement, preferably in writing, of the said parties.

Members may not use the title or logo of IHEEM without the expressed written authority of the Council of IHEEM.

Ventilation Technical Platform and AE(V) Specific Undertakings

8. The AE (Ventilation) shall provide independent and impartial advice to the client.
9. The AE (Ventilation) shall comply with the requirements described in HTM 00 – 2014 and HTM 03-01 Part B and other relevant documents. In particular:
 - a) The AE (Ventilation) is defined as a person designated by Management to provide independent auditing and advice on ventilation systems for use in Healthcare Premises and to review and witness documentation on validation and verification.
 - b) The AE (Ventilation) is required to liaise closely with other professionals in various disciplines.
 - c) The AE (Ventilation) should have a clearly defined reporting route to the Designated Person and should provide professional and technical advice to APs (Ventilation), CPs (Ventilation), users and other key personnel involved in the provision of ventilation in Healthcare Premises.
 - d) The principal responsibilities of the AE (Ventilation) are as follows:
 - i. to provide to Management and others, general and impartial advice on all matters concerned with Healthcare ventilation;
 - ii. to advise Management and others on programmes of validation;
 - iii. to audit reports on validation, revalidation and annual verification;
 - iv. to advise Management and others on programmes of periodic tests and periodic maintenance;
 - v. to advise Management and others on operational procedures;
 - vi. to advise Management on the appointment of APs (Ventilation).
10. An AE (Ventilation) shall exercise his/her judgement impartially. The following are examples of practices which the IHEEM VTP considers do not display appropriate impartiality and which will lead to disciplinary action:
 - a) receiving payment or benefit in kind associated with the awarding of a contract;
 - b) using the appointment as an AE (Ventilation) to promote or otherwise endorse any equipment or service related to ventilation for personal gain;

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- c) where the AE (Ventilation) fails to declare a potential conflict of interest.
- 11. The AE (Ventilation) shall take care to describe fully the work to be undertaken when making an offer to enter into a contract for the provision of AE (Ventilation) services. The AE (Ventilation) shall also fully explain the inter relationship with any other associated company.
- 12. Any request to enter into a contract which conflicts with this Code of Conduct shall be referred by the AE (Ventilation) to the IHEEM VTP.
- 13. Should any dispute between a supplier of goods or services to the client and the clients appointed AE (Ventilation) concerning the accuracy or appropriateness of any guidance given, then the matter may be referred to the IHEEM VTP for adjudication.