

# IHEEM Code of Professional Conduct



## 1. Code of Conduct

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

## 3. Integrity, Health, Safety and Environment

All members are expected to act with integrity at all times and exercise reasonable care in making decisions in the public interest to prevent avoidable danger to health and safety. Members should also act in accordance with the principles of sustainability, and prevent avoidable adverse impact on the environment.

## 4. Qualifications and Responsibilities

Members should ensure that only legitimate qualifications and demonstrable experience are cited as evidence of professional competence, disclosing any relevant limitations of their competence. Members should 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 and with respect avoiding, where possible, real or perceived conflict of interest and advise affected parties when such conflicts arise. Members should 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. They shall also maintain a record of evidence of Continuing Professional Development. 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 Management and encourage suitable candidates and other relevant bodies to apply for membership of IHEEM.

Members should also encourage others to advance their learning and competence to improve the understanding of Technology and envisaged potential consequences. They should also offer honest criticisms 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 should hold professional indemnity insurance.

## **6. Professional Behaviour**

Members should 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. Members should notify the Institution if convicted of a criminal offence or upon becoming bankrupt or disqualified as a Company Director. Members should also notify the Institution of any significant violation of the Institution's Code of Conduct by another member.

6.1 To treat fairly all persons regardless of such factors as race, religion, gender, disability, age, or national origin.

6.2 To avoid injuring others, their property, reputation, or employment by false or malicious action.

6.3 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.

6.4 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.

6.5 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.

6.6 To take all steps to avoid and mitigate risk to physical and cyber security.

6.7 The IHEEM Council may produce Disciplinary Regulations for the purpose of stating the manner in which allegations of improper conduct that may be brought to the notice of the Institution and investigated. 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.

This **Code of Professional Conduct** was approved by the IHEEM Council on **27 October 2016**