



Code of Conduct

IQ Members' Code of Conduct

Being a member of the Institute of Quarrying means that individuals are expected to carry out their professional duties to a high standard of care towards all who are affected by their actions.

The general obligation is that a member should consider the interests of the public, the employer or client, the environment and the Institute before personal interest in cases where there is a conflict between these interests.

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 relations between the industry and the general public.

In addition, the Code of Conduct imposes an obligation on members to protect and enhance the reputation of the Institute, since this is for both their own benefit as well as the benefit of all members, and to exhibit honesty, probity and integrity in business.

Members that contravene the Code may be subject to disciplinary action.

Definition of terms

- 'Members' shall be taken to mean both corporate and non-corporate members of the Institute.
- 'Employer' shall also be taken to mean 'client'.
- '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 the member abides by the Code of Conduct and is subject to disciplinary procedures.
- Recognition of the power of Council to discipline members who breach the Code by means of expulsion.
- 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.

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. Use of designatory letters is only permitted for as long as you are a current member.

Health and safety

- When carrying out his duties of employment, the member should have the highest regard for the health, safety and welfare of employees 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 in all matters behave towards his clients and employers in an honourable manner.
- A member, when asked to give advice, must provide an objective, honest opinion.
- A member must not knowingly divulge confidential or commercially valuable information gained through employment unless (a) written permission of the employer has been provided; or (b) is required to do so under law.
- A member must treat his colleagues with honesty and integrity and not engage in unfair competition or maliciously defame another member for business or personal gain.
- A member must disclose personal interest wherever it might affect a business decision.



Competence

- A member should ensure that he is knowledgeable of modern concepts, science and technology and maintain knowledge adequate to competently carry out the technical duties of employment through continuing professional development (CPD) or formal study/training as necessary.
- A member should not undertake work for which he is not competent by virtue of training or experience.

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.
- Unacceptable conduct at IQ branch or national events includes, but is not limited to:
 - drunken, rude or disrespectful behaviour;
 - 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 persons 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 IQ head office.
- In the event of either repeat or gross misconduct by an Institute member at social or other events the matter must be referred by the organising committee to the Institute's Executive Director 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 IQ 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.



Disciplinary Panel/Procedures

Following a report or complaint which indicates that gross misconduct may have taken place, the matter will be considered by a Disciplinary Panel comprised of the President, Chairman and Deputy Chairman.

In the event that the recommendation of the Disciplinary Panel would lead to expulsion from membership, the member or members concerned have the opportunity to appeal to the Board of Trustees.

The disciplinary procedures covering expulsion from membership are contained in Bye-laws 9 for non-corporate members and Article 11 for corporate members.