

# INDUSTRIAL AFFILIATE CODE OF PRACTICE

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# INTRODUCTION

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This Industrial Affiliate Code of Practice of the Institution of Gas Engineers and Managers places an obligation on its Industrial Affiliate members to act with integrity and in the public interest. Complimentary to this Code of Practice are the IGEM Disciplinary Regulations.

The following code is made and published by the Council of the Institution of Gas Engineers and Managers (IGEM) under the authority of the Institution's By-Laws.

An Industrial Affiliate member, who resigns after a complaint has been made, shall be deemed to remain in membership until the disciplinary process has reached its verdict. If this verdict is that the organisation be removed from membership, their deemed membership will allow that to be effected and shown on the record should they ever wish to re-join.

This code details how an Industrial Affiliate is required to conduct themselves.

## Code of Practice

### All Industrial Affiliates of the Institution shall:

1. Observe the provisions of the Charter and By-Laws of the Institution and any regulations made under them and so conduct themselves as to uphold the integrity, reputation and standing of the Institution and its company and all its members and to safeguard the public interest in matters of health and safety and otherwise. This shall include accepting and abiding by this Code of Practice as a condition of their membership.
2. Take all reasonable steps necessary to avoid waste of natural resources, damages to the environment, and wasteful damage or destruction of the products of human skill and industry.
3. Assist and encourage their employees with their professional development to advance their learning and competence, including membership of the Institution and, where applicable, registration with the Engineering Council.
4. Maintain and enhance the competence of their employees, only undertake professional tasks for which the Industrial Affiliate is competent, and disclose relevant limitations of competence.
5. Treat fairly, with respect and without discrimination, whether in person, on the telephone, by letter or email or through other electronic means, all IGEM employees, fellow Industrial Affiliates, individual members of the Institution and their guests, and associated personnel concerned with the business of the Institution or attending any gathering or event of the Institution.

6. Comply with relevant legislation and regulations and apply appropriate technical standards to all gas engineering activities.
7. Provide objective and reliable professional advice to clients. If such professional advice is not accepted take all reasonable steps to ensure that the person overruling or neglecting the advice is aware of any danger, which the Industrial Affiliate believes may result from such overruling or neglect.
8. Ensure that all information supplied by them to IGEM is accurate and current.
9. Observe the proper duties of confidentiality owed to appropriate parties and not improperly disclose or use to the advantage of themselves, any information concerning their employees or clients.
10. Assess and manage relevant risks and communicate these appropriately.
11. Assess relevant liability, and if appropriate hold professional indemnity insurance.
12. Respect the commercial interests of other Industrial Affiliates and display behaviours that encourage the open exchange of information for the purposes of sharing knowledge. However, Industrial Affiliates are not to persistently engage with another Industrial Affiliate member when expressly requested by that Industrial Affiliate member not to engage.
13. Not use for personal or commercial benefit any trademark or logo of the Institution or any statement or initials implying membership of the Institution, unless specifically authorised by the Institution.
14. Ensure all Industrial Affiliate and individual membership dues where paid for by the company are paid in a timely manner in accordance with the Institution's By-laws.
15. Ensure their membership certificate is destroyed should their Industrial Affiliate membership cease.
16. An Industrial Affiliate member whose membership is terminated shall remain liable for any arrears of subscription or other sums due from them and shall not be entitled to the return of any subscriptions or other fees already paid.
17. Accept that no Industrial Affiliate member or one of its employees may speak for the Institution, or make any commitments on its behalf, without the authority of the Council.
18. Notify the Institution of any significant violation of this Code of Practice by another Industrial Affiliate member.

**Breaches of this Code of Practice will be considered in accordance with the Institution's Disciplinary Regulations made by the Board of Trustees.**

