

## MEMBERSHIP CODE OF CONDUCT

As a professional body the Institute of Chartered IT Professionals, also known as ICITP, has a responsibility to set rules and professional standards to direct the behaviour of its members in professional matters, adhering to the highest possible standards acting with professionalism and competency. It is expected that these rules and professional standards will be higher than those established by the general law and that they will be enforced through disciplinary action which can result in expulsion from membership.

### 1. Role of Members

Members are expected to exercise their own judgement (which should be made in such a way as to be reasonably justified) to meet the requirements of the code and seek advice if in doubt. An active member would gain exposure in the IT industry, show competency and professionalism.

### 2. Professionalism and Integrity

- a. Provide a service or only undertake work that is within your professional competence.
- b. May not claim any level of competency that you do not possess.
- c. All members are required to undertake professional development activities as a condition of membership, as to develop professional knowledge, skills and competency and maintaining awareness of technological developments, procedures and standards that are relevant to your specialisation.
- d. Carry out your professional responsibilities, in such that you comply with the Legislation.
- e. Respect your work environment and value alternative viewpoints and seek, accept and offer honest criticisms of work.
- f. Practice safety in the work environment to avoid injuring others, their property, reputation, or employment by false or malicious or negligent action or inaction.
- g. Reject and will not make any offer of bribery or unethical inducement.

### 3. Compliance with The Law

- a. Professional responsibilities are to be carried out with due care and diligence in accordance with the relevant authority's requirements whilst exercising your professional judgement at all times.
- b. Avoid any situation that may give rise to a conflict of interest between you and relevant authority.
- c. Accept professional responsibility for your work and for the work of colleagues.

#### 4. Confidentiality

- a. A member shall not disclose or authorise to be disclosed, or use for personal gain or to benefit a third party, confidential information except with the permission of your relevant authority or as required by Legislation.
- b. A member shall not misrepresent or withhold information on the performance or services, or take advantage of the lack of relevant knowledge or inexperience of others.

#### 5. Objectives

Members shall at all times seek to:

- a. Adhere to policies, criteria and guidelines of the Institute of Chartered IT Professionals
- b. Honour all employers' agreements, accept personal duty to uphold the reputation of the profession
- c. Improve professional standards through participation in their development, use and enforcement
- d. Uphold the reputation and good standing of the Institute of Chartered IT Professionals, ICITP
- e. Respect your professional relationships with all members of ICITP and with members of other professions with whom you work in a professional capacity
- f. Notify the ICITP of any criminal offences or upon becoming bankrupt or disqualified as a Company director and in each case, give details of the relevant jurisdiction
- g. Encourage and support fellow members in their professional development.

#### 6. De-Registration

Failure to adhere to this code of conduct shall result in the withdrawal of the membership accreditation and registration with the ICITP and formal action taken by the ICITP. The following instances are as serious practice of the code of conduct and may lead to de-accreditation and de-registration as an ICITP accredited member:

- a. Complaint lodged by employees or other stakeholders/clients regarding the conduct or ethics of the member.
- b. Wilful misrepresentation by the member on any matter relating to duties of the member.
- c. Failure to comply with the audits requirements of the ICITP.
- d. Misconduct and breach of this policy.

*By applying for membership to ICITP You Indicate that you have accepted and will abide by the Membership Code of Conduct as published from time to time.*

---

Name

---

Signature