

Ethical & Professional Code of Conduct Policy

Adopted by the Board of SIETAR Europa August 2013.

Ethical and Professional Code of Conduct Policy Statement for SIETAR Europa Members

SIETAR Europa is committed to ensuring the highest standards of ethical and inclusionary practices throughout its community and beyond. The Society requires that all its members, senior officers and staff members work towards the elimination of every kind of discrimination (based on race, colour, gender, sexual orientation, family and marital status, language, religion, political or other opinion, national or social origin, property, birth or other status). Everyone associated with our community is entitled to fair treatment by others and to be treated with respect and dignity; and expect to be treated by others in the same way.

In addition, our community should act towards their fellow members and clients in an honourable and ethical manner, in keeping with the values of SIETAR Europa (Article 5). They should also apply the highest standards of probity, integrity, responsibility and professional knowledge in their working practices and work within the law at all times.

Policy Objective

The objectives of the Code are:

1. To set out a clear statement of SIETAR Europa's policy, and
2. To promote the adoption and improvement of professional standards and ethical practices within the SIETAR Europa community
3. To implement effective processes to ensure the adoption of these standards by its members.

Scope

The policy applies to all members, senior officers, staff members and volunteers.

Why this code of conduct?

A Code of Conduct builds trust among the officers, the members and the community surrounding an organisation. Our reputation and the SIETAR brand are affected by what we all do every single day. In creating this Code of Conduct, the Board of SIETAREuropa hopes to define a set of behaviours that enshrine our values and that can be expected and regarded, within our community, as our 'professional behaviour'. This code of conduct exists for the express purposes of defining how members of the SIETAR Europa community are expected to behave towards one another, towards their clients and towards people and institutions outside of our community.

Our Code of Conduct demonstrates that SIETAR Europa members will:

- Value and promote diversity

- Use ethical business practices
- Ensure equal opportunities
- Promote a safe and healthy work environment
- Trade ethically
- Provide a safe-route for people to highlight non-compliance

These practices sit alongside our principles of trust, respect and integrity and together act at the heart of all our dealings. A detailed Code of Conduct exists which enshrines our interpretation of 'trust, respect and integrity'.

A Grievance Procedure and a Disciplinary Procedure exist as a mechanism to uphold this Ethical and Professional Code of Conduct Policy.