



Institution of Lighting Professionals

Code of Professional Conduct

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Code of Professional Conduct

The ILP Code of Professional Conduct provides a set of standards by which all of its individual members shall abide. The Code consists of a number of basic “rules”, accompanied by guidance notes, which provide some assistance to members on how to interpret the code. There is a personal obligation on members to act with integrity, and in the public interest. All members must comply with the Statement of Ethical Principles published by the Engineering Council and the Royal Academy of Engineering. Members must exercise all reasonable professional skill and care to comply with the following:

- **Health, Safety & Sustainability**

*Prevent avoidable danger to health or safety.
Promote environmental responsibility, and sustainable design.
Assess relevant risks, and ensure that you and your employer are appropriately insured.*

- **Competence**

*Undertake only work that you are competent to do.
Maintain and develop competency on a continuing basis.
Understand and disclose limitations of your competency.
Encourage others to advance their learning and competence.*

- **Responsibility**

*Accept responsibility for all work carried out under your supervision.
Treat all persons fairly, with respect, and without bias or prejudice.
Reject bribery.
Observe proper duties of confidentiality owed to appropriate parties.*

- **Conflict of Interest**

*Avoid where possible, real or perceived conflict of interest.
Advise affected parties when such conflicts arise.*

- **Professional Obligations**

All members have a duty to uphold the reputation and standing of the Institution.

Notify the ILP if you are convicted of a criminal offence, or if you become bankrupt, or are disqualified as a company director.

Notify the ILP of any significant violation of this code by another member.

- **Security**

Understand, implement and update security systems. Be conscious of and promote a security orientated approach to both professional and personal life.

Comply with relevant governance and become a leader in security related matters.

Guidance Notes on the ILP Code of Professional Conduct

The duty to behave ethically

The duty upon members of the ILP to behave ethically means that members shall be truthful and honest in dealings with clients, colleagues, other professionals, and anyone else they come into contact with in the course of their duties. Members shall do nothing that in any way could diminish the high standing of the profession. This includes any aspect of a member's personal conduct, which could have a negative impact upon the profession including the use of social media.

Members of the ILP shall always be aware of their responsibility to the public good. A member's obligations to the client can never override this, and members shall not enter undertakings that compromise this responsibility. The 'public good' encompasses care and respect for the environment, as well as the primary responsibility members have to protect the health and well being of present and future generations.

Engineers and technicians should understand their professional obligations with respect to whistleblowing and know where to go for guidance and advice. information can be found by visiting: <https://www.engc.org.uk/standards-guidance/guidance-on-whistleblowing/> or <https://www.engc.org.uk/standards-guidance/guidance-on-security/>

Health, Safety & Sustainability

Members shall take all reasonable steps to protect the health and safety of members of the public and of those engaged in the project, during the construction and the operation and maintenance stages. 'Reasonable steps' will include complying with all legislation relating to health and safety but may extend beyond that to all situations in which there is inadequate statutory provision. Members must not enter into any contracts which compromise this overall responsibility. One way of demonstrating competence is by signing up to the Highway Electrical Sector Scheme for competency.

Any member with responsibility for a project, or any part of it, must, by maintaining awareness in their discipline, be aware of the risks and their causes and where the responsibility for them lies. No member can be expected to eliminate all risk. But members have an ethical responsibility to take all appropriate measures to limit risk, in particular by ensuring that there is adequate risk analysis/assessment, and an effective management process both during the construction and post-construction phases in any project.

Members shall promote the use of recycled or reusable materials wherever practicable and shall make use of energy-efficient solutions in the design and life maintenance of projects. Members shall, as far as practicable, use their influence to minimise the production of waste and shall maximise environment-friendly reuse, recycling or disposal. Members shall minimise the environmental impact of any lighting design e.g. by following the ILP guidance notes for the reduction of light pollution.

Competence

The ILP promotes Continuing Professional Development and provides guidance and opportunities for members to keep abreast of new and emerging technologies and trends. (www.theilp.org.uk provides further information)

Responsibility

All members shall discharge their professional duties with integrity. The manner in which members could breach this Rule might include the following:

- Failing to carry out their professional duties with complete objectivity and impartiality.
- Failing to have due regard to their duty of care to clients, especially lay clients in domestic or small works engagements.
- Failing to raise a concern, either within the workplace or without, regarding any risk, danger or bad practice which is or could affect the safety, health or welfare of others.
- Failing to put the terms of an engagement in writing and failing to state the fees to be charged; whenever practicable, these shall be issued to the client before the project is begun.
- Failing to exercise ethical responsibility to act when aware of any risk, danger or bad practice which is or could affect the safety, health or welfare of others.
- Members who do not carry appropriate insurance, either personally or through their employers, failing to advise their clients of the position before accepting the engagement.
- Failing to show due consideration for other colleagues and for other persons with whom they have dealings in the course of their professional duties. Members must treat all persons without bias and with respect.
- Failing to comply with the laws, regulations and standards of any country in which the exercise of professional duty is being carried out.
- Members should understand their professional obligations with respect to whistleblowing and know where to go for guidance and advice. information can be found on the Engineering Council website.
- Members must not, directly or indirectly, improperly attempt to supplant another person, and shall take all reasonable steps to establish that any previous engagement in relation to the project they are to enter into has been terminated.
- When commenting on another person's work, members must advise that person of their involvement, except for routine or statutory checks or where the member's client or employer requires confidentiality.
- When competing with other professionals, and when taking actions likely to adversely affect the professional or business interests of another person, members must not act maliciously or recklessly.
- Members who are responsible for the work of others or who have a management responsibility for other persons failing to take responsibility for the work produced. Members shall ensure that they have the knowledge and expertise to effectively oversee the work for which they are accountable.
- Members must report any concern they may have about any risk, danger or bad practice which is or may affect the safety, health or welfare of others and where there is a failure to take action within the organisation after such a report, raise the concerns with external industry sector, regulatory or governmental systems as appropriate.
- Having any form of involvement, whether direct or indirect, and whether for the benefit of the member, the member's employer, or a third party, in bribery, fraud, deception and corruption. Members shall be especially rigorous when operating in countries where the offering and accepting of inducements and favours, or the inflation and falsification of claims, is endemic.
- When acting as expert witnesses, failing to ensure that the testimony they give is both independent and impartial. In such a role, members must be mindful that their prime duty is to the Court or Tribunal, not to the client

who engaged them to give evidence, and they shall not give any professional opinion that does not accurately reflect their honest professional judgement or belief. To do otherwise would not only place members in danger of perjury but would clearly breach the requirement in the Rules of Professional Conduct to discharge their professional duties with integrity.

Security

- All members shall understand security policies and procedures ensuring that security roles are understood and delegated to appropriate post holders.
- Develop, maintain and review reporting processes and encourage regular audit of all systems which might be vulnerable to security breaches.
- Be conscious of and respond to technologies and media forms which may affect personal and organisational security.
- Regularly engage in personal reviews of all professional activity to assist with identification of threats both actual and potential.
- Respond to technological developments and operational changes which may increase vulnerability.
- Develop a leadership approach to all security issues and foster a security aware professional environment, encouraging participation by all staff and providing a CPD culture of competency relating to all security issues.
- Promote constant appraisal and upgrades within a security minded culture.

Conflict of Interest

The Code of Professional Conduct states that members must declare conflicts of interest and to avoid, wherever possible, any conflict of interest and to consider carefully before entering into any engagement where this may arise. Members shall in all cases make full disclosure of any conflict of interest, or possible conflict of interest, to all the relevant parties.

Members shall familiarise themselves with, and comply with, the relevant anti-corruption laws of the countries in which they work or of which they are citizens or residents. Members, particularly those in senior management positions shall make positive efforts to ensure that, as far as reasonably possible, bribery and corruption does not exist, and cannot occur, in the organisations for which they work.

Professional Conduct

The Institution expects its members to carry out their duties to their employer, colleagues and the public in a professional manner at all times.

Members must notify the Institution if they have received a criminal conviction, or an adverse civil court judgement related to any aspect of the Institution's Code of Professional Conduct (either in the UK or abroad).

Members must notify the Institution if they have been made bankrupt, disqualified as a Director of a Company or disqualified as a Charity Trustee.

Members must notify the Institution if they have been suspended or expelled from another professional body (whether PEI or any other) as a result of disciplinary action.

Members must notify the Institution if they become aware of any breach of this Code of Professional Conduct by another member.

From time to time a member may be alleged to be guilty of unprofessional conduct. If such an allegation is made to the Institution, it will investigate the matter in a fair and unbiased manner and take appropriate action all in accordance with its Disciplinary Code which is available from the Institution.

Review

This Code will be reviewed by the Institution's Council on an annual basis.

The next scheduled review will be May 2019.