



CODES OF PRACTICE

Introduction

For the benefit of high professional standards, and to maintain integrity and diligence among persons engaged in the provision of educational services, the governing body has decided on the following in accordance with the institute's charter to monitor and regulate the activities and operations of its professionals and members.

Furthermore, IPED requires its professionals and members to recognise their responsibilities to existing and prospective clients, employers, colleagues and stakeholders. Professionals operating under any provisions made by our organization whether permanent or temporary, in land or overseas owe us a duty to act within the law to abide by all rules and regulation prescribed by the institute. These rules and regulations ultimately seek to ensure that quality services are delivered to the society in the highest professional manner whilst maintaining sustainability of our service provision and environmental friendliness.

Any member of the organization who is considered to have acted in breach of our rules and regulations will be subject to disciplinary action set out by the governing body.

Finally every professional and member should act as a true ambassador of the organization and refrain from action(s) that may bring his position or membership of IPED into question.

Codes of practice

1. A member or professional of IPED shall conduct himself with integrity and act diligently in all aspects pertaining to the activities and operations of the organization.
2. A member or professional shall not act in such a way that will knowingly or unknowingly discredit locally or internationally the services offered by IPED, its partners and/or clients.
3. A member or professional shall not act in an unfair or unprofessional manner that may be to the detriment of IPED, its interests and reputation.
4. A member or professional shall not act in an unprofessional manner that may negatively affect the interest or reputation of a fellow member or professional of the institute.
5. All members and professionals shall respect and abide by the Data Protection Act within the UK and respective Data Protection legislation overseas.
6. A member or professional shall confidentially process and retain as only necessary with the prior consent of the respective individual(s) or company(s) for the purpose(s) of providing a professional service in line with the organization's guidelines.
7. A member or professional shall never use any of such information obtained (in 6 above) for personal purposes what so ever.
8. A member or professional shall not promote or seek to obtain business and business opportunities in a manner that is deemed unprofessional or unethical.
9. A member shall not knowingly or recklessly disseminate any false or misleading information about IPED, its partners and/or clients, either on his behalf or any other person(s) or organization(s).
10. A member or professional shall at all times act honestly and diligently in his dealings with clients, colleagues, employers and stakeholders.
11. A member or professional shall always keep himself updated with changes in the organization's policies, rules and regulations and always demonstrate competency in any respective field of operation.
12. A member or professional shall not discriminate nor act in such a way that depicts discrimination against another member of the organization or the

- public. The institute tolerates no act of discrimination and any person in breach of this will be subject to disciplinary action and the relevant laws of the land.
13. A member or professional shall owe the organization a duty to observe all other rules and regulations, codes of practices and guidelines prescribed in the IPED Quality Assurance framework which may from time to time be revised and have any relevance to the practice of professionalism.
 14. Members and professionals of the institute must engage themselves in activities that promote the provision of sustainable quality services.
 15. A member or professional shall share with the organization its vision and help attain its short, medium and long term goals.
 16. A corporate member shall at all times ensure that the provisions of the Institute's rules and regulations are brought to the full attention of its employees and they as such fully comply with them therefore.
 17. A member or professional who knowingly or recklessly causes or allows any other person or organization to be in sustainable breach of our rules and regulations or who is party to such a breach shall himself be guilty of such breach.
 18. A member or professional shall owe the institute an obligation to notify it of any organization or person who is in breach of these codes of practice. Failure to do so knowingly is in itself a breach of the codes of practice.