

**IEM CODE OF CONDUCT FOR COMMITTEE MEMBER**

*(Approved at 340th IEM Council meeting held on 19 January 2004)*

**A. Introduction**

Being a professional institution with declared objects of promoting and advancing the science and profession of engineering, The Institution of Engineers, Malaysia (“IEM”) has been represented in various committees and groups in external organisations. Often IEM’s representations in these committees and groups are at their invitation or request.

Further, the Constitution and By-laws of IEM require the setting-up of various committees to properly discharge and manage the objects of IEM; these Standing Committees in turn have set-up specific Sub-committees, *Ad-hoc* Committees, Task Groups and others to further put into practice IEM’s declared aims and objects.

With the environment which the Committee Members are working in, and the exposure IEM receives as a direct or indirect consequence of the deeds or utterances of these Committee Members, it is important that there exists an acceptable level of good behaviour not devoid of professionalism and credibility, and to uphold good institutional and personal integrity. Experiences gained and gathered by IEM over the years of its existence have critically exposed the need to formulate standards of conduct to create a professional and ethical climate.

**B. Principles**

The principles on which this Code relies are those that concern professionalism, transparency, integrity, accountability and social responsibilities.

**C. Objectives**

This Code of Conduct is formulated to enhance the standard of governance and behaviour with a view to achieving the following objectives:

1. To established standards of professional and ethical conduct for Committee Members based on acceptable beliefs and values one upholds.
2. To uphold the spirits of social responsibility and accountability in line with the Constitution, By-laws, Regulations and Guidelines governing IEM.

**D. Definition**

In the context of this Code, a Committee Member means any person occupying the position of a member of the Council or Executive Committee. A Committee Member also includes any member of a Standing Committee, Sub-committee and *Ad-hoc* Committee. A Committee Member further includes a representative of IEM in the Board of Engineers, Malaysia and the Committees (or by whatever name called) of any external organisation for which the Committee Member is a representative or nominee of IEM. “He” and “his” shall also be taken to respectively mean “she” and “her”.

**E. Code of Conduct**

In the performance of his duties, a Committee Member shall at all times observe the following Codes:

1. Shall have a clear understanding of the aims, objectives, capabilities and capacity of IEM;
2. Shall devote time and effort to attend meetings and to know what is required of IEM and to discharge those functions;
3. Shall ensure at all times that IEM is properly managed and effectively controlled;
4. Shall stay abreast of the affairs of IEM and be kept informed of IEM's compliance with its Constitution, By-laws, Regulations, Guidelines, ISO Procedure and contractual requirements;
5. Shall insist on being kept informed on all matters of importance to IEM;
6. Shall limit his membership of Committees to a number in which he can best devote his time and effectiveness; each Committee Member is an own judge of his abilities and how best to manage his time effectively;
7. Shall at all times exercise his powers for the purposes they were conferred, for the benefit and advancement of IEM;
8. Shall disclose immediately all contractual interests whether directly or indirectly with IEM and refrain from all actions that can be interpreted, construed or perceived as advancing vested interests;
9. Shall neither divert to his own advantage any institutional and/or professional opportunity that IEM is pursuing, nor may he use confidential information obtained by reason of his office for his own advantage or that of others;
10. Shall at all times act with utmost good faith towards IEM in any transaction and to act honestly and responsibly in the exercise of his powers in discharging his duties and in particular shall declare both his direct and indirect interests which are associated with those who have submitted proposals or tenders to IEM;
11. Shall at all times promote professionalism and raise competency of management and IEM employees and to uphold the image of IEM as a professional body;
12. Shall adopt an objective and positive attitude and give the utmost co-operation for the common good when dealing with other professional institutions or trade organisations including any governmental and regulatory authorities;
13. Shall ensure that the activities and the operations of IEM do not harm the interest and well-being of the society at large;
14. Shall at all times maintain confidentiality of any matters transpired in any meetings for which due observance of confidentiality is required or called for.