



## South African Institute of Occupational Safety and Health Code of Conduct

### Summary

The *Code of Conduct* specifies the conditions to which a *member* must comply in his/her activities as a professional in the field of Occupational Safety and Health, which is ratified by the President of Saioosh.

The *Disciplinary Code* outlines the procedures to be followed in the event of a complaint being received, by Council, against a *member*, and is in a separate document, which is ratified by the President of Saioosh.

### This Code of Conduct includes Guidance on:

#### Ethical issues

#### Professional Conduct

#### Upholding Saioosh reputation

Saioosh is a body for health and safety professionals. We aim to secure and justify public trust and confidence in the work of our members by ensuring high levels of technical competence and professional conduct

All members are required to comply with the Code of Conduct

This code prescribes how allegations of misconduct can be made and will be handled. The Disciplinary Procedures "Misconduct" is defined in the procedure.

If you're considering making a complaint about a Saioosh member, you should refer to this definition.

The document is freely available at [www.saioosh.co.za](http://www.saioosh.co.za)

## A A. The Code

1 Members of the Institute, wherever employed, owe a primary loyalty to the workforce, the community they serve and the environment they affect. Their practice should be performed according to the highest standards and ethical principles, maintaining respect for human dignity. Members shall seek to ensure professional independence in the execution of their functions.

2 Members must abide by the legal requirements relating to their practice or operation.

3 Members called on to give an opinion in their professional capacity shall be honest and, to the best of their ability, objective and reliable.

4 Members shall take all reasonable steps to obtain, maintain and develop their professional competence by attention to new developments in occupational safety and health and shall encourage others working under their supervision to do so.

5 Members shall not undertake responsibilities in relation to health and safety which they do not believe themselves competent to discharge. Members shall acknowledge any limitations in their own competence, and shall not undertake any activities for which they are not appropriately prepared or, where applicable, qualified.

6 Members shall accept professional responsibility for all their work and shall take all reasonable

## Explanatory notes on the Code item

1 The term 'professional independence' relates to your function within the organisation you advise on health and safety. You may have either an advisory or an executive role. You may also have other responsibilities not related to health and safety. As a professional, you should be able to exercise your health and safety function according to your independent professional judgement.

2 Be aware of the appropriate legal requirements for the province in which you practise or operate.

3 An objective and reliable opinion is one based on the best currently available knowledge and data or, if there are no such data, reference to appropriate health and safety principles.

4 Competence is a combination of knowledge, skills, experience and a recognition of the limits of your capabilities. Knowledge can be gained or developed by studying for qualifications, but a qualification by itself is not evidence of competence. It must be enhanced by skills and knowledge that you develop through experience. We assess competence during Initial membership application; however continued competence will be measured by the Professional Registration Board. If you believe you're being asked for advice that's outside our expertise, you must make this clear and suggest other sources of advice.

steps to ensure that persons working under their authority or supervision are competent to carry out the tasks assigned to them; are treated with fairness and equal opportunity; and accept responsibility for work done under the authority delegated to them by them

- 7 Members having good reason to believe that their professional advice is not followed shall take reasonable steps to ensure that persons overruling or neglecting their advice are formally made aware of potential adverse consequences which may result.
  - 8 Members shall have regard to the reputation and good standing of the Institute, other members, and professional practice and standards, and shall not either directly or indirectly bring them into disrepute. A member may be required to provide the Institute with such information as is reasonably required by it in order to regulate the professional conduct and discipline of its members.
  - 9 Members shall not recklessly or maliciously injure, or attempt to injure, whether directly or indirectly, the professional reputation, prospects or business of another.
  - 10 Members shall not behave in a way which may be considered inappropriate to other members or staff of the Institute.
  - 11 Members shall not improperly use their membership or position within the organisation of the Institution for commercial or personal gain or use or attempt to use qualifications, titles and/or designations to which they are not entitled.
  - 12 Members shall seek to avoid their professional judgement being influenced by any conflict of interest and shall inform their employer, client, or the Institution of any conflict between the member's personal interest and service to the relevant party
  - 13 Members shall not improperly disclose any information which may reasonably be considered
- 8 'Disrepute' amounts to the loss of a previously good reputation. It may occur if your conduct – through action or inaction – lowers the professional reputation of Saiosh and our members.
  - 10 Inappropriate behaviour includes the use of foul language or acting in an intimidating or threatening way.
  - 12 Conflict of interest refers to occasions where using professional judgement may lead to problems in securing future or continuing employment or contracts.

to be prejudicial to the business of any present or past employer, client or the Institution.

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| <p>14 Members shall ensure that information they hold necessary to safeguard the health and safety of those persons, for whom they have a legal and moral responsibility, is made available as required.</p> <p>15 Members shall ensure, in holding or handling any privileged information relating to living individuals, that they comply with the principles and notification requirements set out in the legislation for the country or jurisdiction in which they undertake their duties</p> <p>16 Members shall maintain financial propriety in all their professional dealings with employers and clients. Professional indemnity insurance is optional and at the sole discretion of the individual, further, no claims whatsoever can be made against SaioSh.</p> <p>17 Members shall not unfairly discriminate in the course of their professional business on the grounds of race, colour, religion or belief, disability, sex, marital status, age, sexual orientation, nationality and ethnic or national origins.</p> <p>18 Members must act within the law and are required to notify the Institute if they are convicted of any criminal offence. A relevant conviction may lead to disciplinary proceedings against that member.</p> <p>19 Members must comply with the Institution's Constitution.</p> | <p>14 It's your duty to disclose in an appropriate way any information you have which will influence decisions relating to people's health or safety. Your data protection requirements.</p> <p>16 You shouldn't accept or encourage any inducements which may be seen as prejudicial to professional independence or being in breach of your contractual or moral obligations. If you work as an independent consultant, you may need to buy professional indemnity insurance.</p> <p>18 Relevant convictions include those:<br/>a. for which a penalty may be imposed, or<br/>b. which constitute an offence of dishonesty, or<br/>c. which call into question your integrity in some other way – for example child abuse, sexual or criminal assault, paedophilia or supply of illegal drugs (this is not an exhaustive list).</p> <p>Failure to uphold the constitution may result in immediate suspension from membership.</p> |
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