



CODE OF PROFESSIONAL AND ETHICAL CONDUCT

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AIRAH CODE OF PROFESSIONAL AND ETHICAL CONDUCT

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The *AIRAH code of professional and ethical conduct* provides guidance to members to assist them in carrying out their duties and responsibilities. It defines professional standards of conduct that AIRAH expects of its members.

1. Responsibilities

The welfare, health, and safety of the community shall at all times take precedence over sectional, professional, and private interests.

To fulfil this requirement, members of the Institute must:

- Conform to acceptable professional standards and procedures and not act in any manner that may knowingly jeopardise public welfare, health, or safety.
- Endeavour to promote the wellbeing of the community and, if over-ruled in their judgement on this, inform their clients or employers of the possible consequences.
- Contribute to public discussion on matters within their competence.

2. Advance the objectives of the Institute

Members shall act in such a way as to promote the objectives of the Institute.

These objectives are:

- To promote and advance the science and practice of refrigeration, air conditioning, and heating in all branches; to facilitate the exchange of information and ideas in relation thereto, together with the usefulness and efficiencies of persons engaged therein.
- To encourage the study of refrigeration, air conditioning, and heating, and to improve and elevate the general knowledge of persons engaged or intending to engage in the science and practice of the same.
- To encourage investigation and discovery, and make known the nature and merits of processes and inventions relating to the science, profession, or practice of refrigeration, air conditioning, and heating.

3. Work within areas of competence

Members shall perform work only in their areas of competence.

In all circumstances, members shall:

- Inform their employers or clients if any assignment requires qualifications and/or experience outside their fields of competence.
- Report, make statements, and give evidence or advice in an objective and truthful manner, and only on the basis of adequate knowledge.

4. Application of knowledge

Members shall apply their skill and knowledge in the interest of their employer or client, for whom they shall act in professional matters as faithful agents or trustees.

Members shall at all times act honestly and faithfully on behalf of their employers and/or clients, and equitably and fairly in dealing with others. Specifically, they shall:

- Ensure that they offer products and services only in areas of their expertise and suitability.
- Offer their services in their areas of competence and exercise their skill to the best of their ability.
- Ensure that where work is delegated to another person, that person has the skill and knowledge to carry out the work to a professional standard.

5. Reputation

Members shall develop their professional reputation on merit and shall act at all times in a fair and honest manner.

No member shall act improperly to gain a benefit, and accordingly shall not:

- Pay nor offer inducements, either directly or indirectly to secure gain.
- Falsify or misrepresent their qualifications, experience, or prior responsibilities, nor maliciously or carelessly do anything to injure the reputation, prospects, or business of others, or to bring the Institute into disrepute.
- Take advantage of a privileged position to gain an unfair commercial advantage.
- Take credit for the work of others, nor fail to acknowledge the contribution of others.

6. Personal development

Members shall continue their development throughout their careers and shall assist and encourage others to do so.

Members shall:

- Maintain their skills on an ongoing basis by undertaking continuing professional development and education, involving both informal elements such as personal reading, and more formal elements such as attendance at training and education courses.
- Strive to extend their knowledge and skills to achieve continuous improvement in the science and practice of refrigeration, air conditioning, and heating.
- Actively assist and encourage those under their direction or with whom they are associated to advance their knowledge and skills.

- Where they fail to maintain their skills in an area of previous expertise, refrain from practice in that area until such time as they have undertaken the training or education necessary to update their knowledge.

7. Environmental care

Members shall be mindful of their responsibility towards preserving the environment of the community.

All members shall act responsibly towards the environment and:

- Be fully familiar with current regulations and environmental issues, including safe handling of environmentally damaging substances, to ensure the protection of the environment in accordance with good work practice.
- Ensure that their actions or inactions, according to the commercial needs of clients and colleagues, do not materially worsen the level of environmental damage that may arise.
- Where there is a commercial advantage in the use of technology that imposes a greater risk on the environment than alternatives, members shall ensure that those making decisions are fully informed of the risks involved and shall actively promote more environmentally friendly alternatives.

8. Conflict of interest

Members shall strive to avoid all known conflicts of interest and keep employers and/or clients fully informed on all matters, financial and/or technical, that could lead to such a conflict.

Members shall prevent conflict of interest wherever possible and:

- Avoid tasks that may create conflict between the interests of their clients, employers or employees, and the public.
- Strive to avoid all known or potential conflicts of interest and keep employers or clients fully informed on all matters, financial or technical, that could lead to such conflicts.
- Refuse financial compensation or other benefits for specifying or recommending particular products or services

9. Advocates

AIRAH recognises that members may sometimes find themselves in situations in that they might choose to, or be required to, carry out actions that lie outside the *AIRAH Code of professional and ethical conduct*. There is a support structure in place for such situations – AIRAH maintains a register of advocates who may be approached to provide confidential advice on how to deal with concerns regarding the *Code of professional and ethical conduct*.

Members who perceive that other members are operating outside the *Code of professional and ethical conduct* may also use advocate services.

Advocates may attempt mediation if requested by the person seeking their advice.

If an advocate considers that a serious breach of the *Code of professional and ethical conduct* has occurred, they will advise the person seeking advice to refer the matter to AIRAH's national president.

A disciplinary committee exists to investigate complaints received about the conduct of AIRAH members. Members found to have violated the Code of Conduct may be subject to disciplinary actions, which may include, but are not limited to, reprimand, suspension, or expulsion from the organisation.

10. Penalties

AIRAH reserves the right to assess each individual breach of the *Code of professional and ethical conduct* on a case-by-case basis, according to its nature and severity. Penalties include, but are not limited to:

- issuance of an official warning
- suspension of membership
- legal action.