



## Fire Protection Association (New Zealand) Incorporated Code of Ethical Conduct

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### 1. Context of the Code of Ethical Conduct

- 1.1. The respect society accords the Fire Protection industry is earned and maintained by its members demonstrating a strong and consistent commitment to ethical values. These commitments are additional to the obligations, which every member of society is required to observe, and reflect the additional responsibility expected of all professionals.
- 1.2. The additional responsibilities and behaviours expected of Members of the Fire Protection Association (New Zealand) Incorporated (hereinafter “**FPANZ**” or the “**Association**”) consistent with this commitment are contained in this Code of Ethical Conduct (Code), which shall be available for the information of the public and enforced impartially.
- 1.3. This Code is issued under the provisions of the Constitution and Rules of the **Association**, and is binding on all members in all grades of the Association, including the Association itself. It is to be read and interpreted in conjunction with the Objects contained in the Association’s Constitution and Rules.
- 1.4. All Members of the Association acknowledge that it is a condition of their membership that they abide by this Code, and that they undertake to act in such manner as is necessary to promote compliance with this Code by all persons, organisations or bodies employed or otherwise engaged on their behalf.
- 1.5. Any breach of this Code shall render the Member committing the breach liable to the Disciplinary Procedures of the Association.

### 2. Underlying Ethical Tenets

This Code is based upon the following Ethical Tenets:

#### **Protection of Life and Safeguarding People**

Priority is to be given at all times to the protection of life and safeguarding people from the adverse affects of Fire.

#### **Protecting the Environment**

All possible measures are taken at all times to mitigate the effects of fire and the use of potentially hazardous substances, on the environment.

#### **Professionalism and Integrity**

Work is to be carried out with care and diligence and acting objectively and honestly.

#### **Competence**

Recognised practice is to be followed at all times and services and advice are only to be provided within Member’s area(s) of competence.

#### **Compliance with Relevant Regulations, Codes and Standards**

The requirements of relevant legislation, codes, regulations, and national and international standards are to be observed at all times.

#### **Conflict of Interest**

Any actual or potential conflict of interest is to be identified, declared, and avoided.

#### **Confidentiality**

Information of a confidential nature relating to the business activities or processes of the client is not to be divulged.

### 3. Underlying Principles and Values

This Code is further based upon the **principles** of:

- Interests of the community
- Respect for the individual
- Interests of the client
- Professional integrity

and supported by the **values** of:

- Competence
- Truth
- Social justice, and
- Ethical behaviour

### 4. Guidelines

To assist in the interpretation of this Code, guidelines as to expected acceptable conduct in support of these Tenets, Principles and Values, are set out below. For convenience, and as an aid to understanding, these guidelines have been grouped into Members' responsibilities and expected conduct in relation to the public, the client, the industry and the Association, as well as expectations in relation to competence, workmanship, records maintenance, and honesty and integrity.

### 5. Conduct

#### 5.1 Members SHALL:

##### Responsibility to the Community

- a) Have, as a priority, the Health and Safety of their employees and all in the community with whom they interact, including those who make use of their products and services.
- b) Consider the consequences of their work, and societal issues pertinent to it, and seek to extend public understanding of those relationships.
- c) Notwithstanding the ethical tenet of confidentiality, where they consider there is a risk of significant consequences (being significant adverse effects on the health and safety of people, or damage to property or the environment) in not accepting their professional advice; take reasonable steps to inform their client, regulatory authorities, and/or other appropriate persons of those potentially significant consequences.

##### Responsibility to the Client

- d) Adopt the highest levels of competence, practice and integrity, and recognise that their fundamental objective is to satisfy the agreed requirements of their clients and the health and safety of people.
- e) Act in the best interests of their client and act in accordance with their client's instructions, unless to do so would be contrary to the law or may pose a risk of adverse effects on the health and safety of people.

- f) Advise clients of the level of risk, or any possible adverse consequences, of any instruction given, which is outside the norms of conventional practice.
- g) Where they consider there is a risk of significant consequences (being significant adverse effects on the health and safety of people, or damage to property, or damage to the environment) resulting from work previously undertaken or being undertaken by another person at the same time, without denigrating either the work or the reputation of the person involved, inform the client of their concerns.

### **Responsibility to the Industry and Association**

- h) Support this Code and abide by both its letter and its spirit in any dealings with, or affecting, Members of the Association and their clients.
- i) Act at all times and in all ways to uphold the reputation of the Association and its Members, and in particular seek to support and assist other Members in complying with the Constitution and Rules and Objectives of the Association, and this Code.
- j) Respect the confidentiality of all information, know-how and business secrets concerning the Members of the Association.
- k) Refrain from any conduct, acts or omissions likely to bring discredit upon the Association or any of its Members.
- l) Where requested to comment on the work of others, only comment on work for which they are competent to give an informed opinion by qualification and experience.

### **Competence**

- m) Exercise skill and judgement to the best of their ability, and require their staff and contractors to do likewise.
- n) Have appropriate knowledge and understanding of relevant legislation, codes, regulations and standards, and comply with all such requirements.
- o) Perform services only in the area of their competence or provide such services with the aid of appropriately experienced and qualified subcontractors or consultants.
- p) Seek expert assistance on encountering any professional issue or problem outside their range of experience or competence.
- q) Ensure that their staff and contractors are adequately supervised in their work and are competent to perform any work in which they are not supervised.
- r) Encourage their staff and contractors to keep informed through further education and training and attendance at relevant technical workshops, seminars and conferences throughout the period of their employment.

### **Standards of Workmanship**

- s) Pursue a policy of quality only using high quality products that satisfy relevant performance criteria; employing high standards of workmanship; and providing reliable service.

- t) Ensure at all times that their products and services meet the requirements of the relevant Standards, and that any guarantees are fulfilled promptly in response to justified claims.

### **Records**

- u) Retain for as long as legally required, all relevant records relating to work undertaken on behalf of a client.

### **Integrity and Honesty**

- v) Deal at all times honestly and courteously with other Members of the Association, clients, and with the public.
- w) Maintain the strictest independence and impartiality in undertaking their duties.
- x) Disclose to an employer or client any financial or other interest that is likely to influence their judgement on any activities they are to carry out for that employer or client.
- y) Ensure that their advertising is accurate and truthful in every respect; is free from any misleading descriptive material; and that it enhances the ethical standards of the industry.

## **5.2 Members SHALL NOT:**

- Except as expressly attested by the Association, use their membership of the Association to infer or imply that the Association endorses or warrants their or their employees' competence, workmanship or bona fides.
- Use the Association's logo in advertising and promotional materials or on business cards, other than as approved in writing.
- Maliciously or recklessly injure, or attempt to injure, whether directly or indirectly, the professional reputation, prospects or business of others.
- Maliciously or unfairly criticise or attempt to discredit another's work.
- Engage in anti-competitive behaviour.
- Misrepresent their or their employees' qualifications and competencies, or undertake activities outside their area of competence.
- Expect their employees to undertake work for which the employees have little or no demonstrated competence, other than in a supervised capacity.
- Utilise services offered by manufacturers, suppliers, or contractors that may be accompanied by an obligation detrimental to the best interests of their client.
- Be involved in any activity known to be fraudulent, dishonest, or not in the interests of the community, client, industry or Association.
- Pay by commission, allowance or other benefit, an inducement for work from a client or favours from any authority.

- State, imply, infer or otherwise suggest that work needs to be undertaken where such work is not necessary or required.
- Adopt the role of advocate in a case where their duty is to exercise independence and impartiality.
- Allow the performance of their professional duties to be improperly influenced by the needs or preferences of a client or other party.
- Rely upon critical information supplied by a client without appropriate verification, qualification, or confirmation from other sources.
- Act in any other way inconsistent with the duties of independence and impartiality.
- Disclose or use any confidential information gained in the course of their work for the client without permission, unless disclosure is a legal requirement or withholding the information might be to the detriment of the community or threaten people's health and safety in which case they shall inform the client of their action and the reasons for disclosure.
- Make any representation in the name of the Association without the explicit authority of the Association.