



Company limited by guarantee registered in England No 5289002

## **CODE OF ETHICS**

### **CLAUSE 1 General Ethic**

- 1.1 A Member shall uphold and advance the dignity, standing and reputation of the Profession. A Member shall at all times act ethically, professionally and lawfully subject to which the member shall endeavour to serve the legitimate interests of the client, without wrongfully harming the interests of third parties.

### **CLAUSE 2 Relations with Clients**

- 2.1 A Member shall act in professional matters as a faithful agent or trustee for each client.
- 2.2 A Member shall not disclose or permit to be disclosed confidential information concerning the business affairs or technical processes of any present or former client without the consent of that client.
- 2.3 A Member shall not accept compensation – financial or otherwise – from more than one party for the same services pertaining to the same work, without the consent of all interested parties.
- 2.4 A Member shall act fairly and justly towards vendors and contractors, and will not accept from them any commissions or allowances, directly or indirectly.
- 2.5 A Member shall inform a client of any financial interest in any vendor or contractor, or in any invention, machine or equipment which is involved in work carried out for that client. A Member shall not allow such an interest to affect decisions regarding their professional services.
- 2.6 A Member shall not falsify or misrepresent professional qualifications or experience.

### **CLAUSE 3 Relations with Fellow Consultants**

- 3.1 A Member shall not act so as to injure or attempt to injure the professional reputation, prospects or business of another noise consultant, whether or not a Member of the Association.
- 3.2 A Member's professional charges shall be appropriate to a self-sustaining organisation.
- 3.3 A Member shall not purposely supplant another Member; nor shall a Member knowingly intervene, or attempt to intervene, in work which has been entrusted to another Member.
- 3.4 If so instructed by the prospective client, Members may takeover the work of another Noise Consultant or Consultants, whether or not they be Members

of the ANC, who, currently are, or in the past have, acted for the same, or another, client on the same project provided only that the Member takes all reasonable steps to ensure that the other Noise Consultant(s) is/are advised of the instructions received by the Member prior to its commencement of the work. A Member may accept the verbal assurance of a Client that the other Member(s) or other Noise Consultant(s) has/have been so informed but shall confirm back, in writing, to the Client that this assurance has been given and is relied upon.

- 3.5 If so instructed by the prospective client, Members may review the work of another Noise Consultant or Consultants provided always that the Member acts ethically and professionally in carrying out such reviews and without intent to injure the professional reputation, prospects or business of another Noise Consultant.

Note: "takeover the work" would normally apply to commissioned work that has not been completed where, in the absence of notification, there is a risk that the first consultant may continue with work for which no payment would be made.

#### **CLAUSE 4 Relations with the Public**

- 4.1 A Member shall have proper regard for the safety, health and welfare of the public in the performance of professional duties.
- 4.2 A Member shall endeavour to extend public knowledge and appreciation of the profession and its achievements and will oppose any untrue, unsupported, or exaggerated statements regarding it.
- 4.3 A Member shall be dignified in explaining the Member's services and shall not misrepresent professional qualifications or experience.

#### **CLAUSE 5 Advertising**

- 5.1 Members are permitted to advertise, but only in a dignified manner appropriate to a professional organisation and without the disparagement of competitors.
- 5.2 Members are recommended to include the Association of Noise Consultants logo in all advertisements.
- 5.3 Any Member concerned about another Member's advertisement may raise the matter with the Board for adjudication.
- 5.4 A Member shall be able to distribute brochures and other articles describing the Member's activities, provided such material meets the requirements of clauses 2.6, 4.3 and 5.1.
- 5.5 The Association may on behalf of the membership advertise the corporate services of the membership.