

Welcome - starting at 8:30
D2 - Work professionally, ethically and
comply with relevant codes of conduct



Chartership competencies Part 11 | Breakfast Webinar Series

Iain Stevenson

Introduction and Format

- ▶ Introduce competency
- ▶ Set out Key Questions
- ▶ Give some example responses
- ▶ Set some activities for today and this week
- ▶ Cross referencing for other accreditations

D Competencies - Communication and professional ethics

- ▶ D1. Ability to communicate in English
 - ▶ Chairing meeting
 - ▶ Completing minutes
 - ▶ Writing guidance documents, specifications, technical reports
 - ▶ Presentations
 - ▶ Delivered training
 - ▶ (I used 130 words for this competency)
- ▶ D2. Work professionally, ethically and comply with relevant codes of conduct

D2 - Work professionally, ethically and comply with relevant codes of conduct

You will need to demonstrate that you **understand** CIWEM's, your organisation's and other relevant Codes of Conduct and **promote** them to your colleagues to ensure that you are complying with the required standards and promoting professionalism.

You will need to demonstrate how you adhere to all relevant legislation and regulatory frameworks (e.g. employment legislation....).

You will need to demonstrate that you think and act professionally and impartially.

You will be aware of the limits of your own knowledge, expertise and competence and when to seek advice / guidance.

You will be aware of the CIWEM Code of Ethics and strive to deliver the most appropriate solutions for all stakeholders.

<https://www.ciwem.org/assets/pdf/Membership/Professional-Ethics-and-Code-of-Conduct.pdf>

D2 - Key Questions

- ▶ What codes apply to you - how do you comply?
- ▶ How do you deal with stakeholders?
- ▶ Have you ever needed to give an unpopular message?
- ▶ How do you promote compliance with codes of conduct and professional working?
- ▶ How do you take into account stakeholder requirements?
- ▶ When have you needed to supplement your knowledge seeking expert advice?
- ▶ Do you know the limits of your delegated responsibilities?

D2 - Codes of Conduct - Environmental Behaviour

- ▶ 1. take account of the interaction between the natural, man-made and socio-cultural environment and promote enhancement wherever practicable
- ▶ 2. understand that ecosystem services provide an essential contribution to human well-being and apply this in their work.
- ▶ 3. promote the use of integrated solutions to the management of the wider environment
- ▶ 4. take all reasonable steps to avoid causing environmental damage, degradation or nuisance
- ▶ 5. avoid knowingly or deliberately over-exploiting natural resources
- ▶ 6. take into consideration the needs of the community

D2 - Codes of Conduct - Professional Behaviour

- ▶ 7. act honestly, objectively and impartially and maintain confidentiality when required to do so
- ▶ 8. accept responsibility for their personal decisions and actions
- ▶ 9. never act illegally, fraudulently, deceitfully or dishonestly
- ▶ 10. avoid conflicts of interest and disclose any which may arise
- ▶ 11. advance their learning and competence and encourage others to do the same; recognize the limits of their competence
- ▶ 12. uphold the reputation of CIWEM and avoid damaging the reputation of any of its members

D2 - Codes of Conduct - Professional Conduct

Bye Law 29 states that each member shall:

- ▶ (a) order their conduct pursuant to the Code of Ethics and so as to uphold and enhance the dignity, standing and reputation of the Institution and profession; and
- ▶ (b) exercise their professional skills and judgement to the best of their ability and discharge their professional responsibilities with integrity; and
- ▶ (c) have due regard to the public interest and protection and enhancement of the environment in the discharge of their duties; and
- ▶ (d) shall not maliciously or recklessly injure or attempt to injure whether directly or indirectly the professional reputation of another member.

D2 - Examples

- ▶ I recognise the importance of acting with integrity, caring for the environment and giving health and safety the highest priority. I comply with the following legislation - Environmental legislation (preservation of the environment), Employment legislation (fairness and professionalism), HASAW Act (team leader role and site work)
- ▶ Within my professional sphere I am a diligent worker who day to day goes above and beyond to ensure that the technical outputs I deliver are robust, seeing through error corrections as and when I identify them, and conducting myself in an honest, ethical and professional manner maintaining clear and transparent communication with customers, colleagues, the supply chain and the wider community.
- ▶ I am always upfront with the clients and stakeholders about limitations. Noticing of these is vital to solving issues early in the project as any assumptions that are made could have detrimental effects in the future. I work to add value to my responses and solutions and provide robust data to back them up whilst meeting engineering standards.

D2 - Examples

- ▶ Working as a consultant I am often called to review [SUBJECT AREA] for a range of clients for a range of purposes. One day I may be working on behalf of the regulator and the next I may be working on behalf of a developer. In such situations it is important to exercise my professional skills and judgement to the best of my ability and discharge my professional responsibilities with integrity objectivity and independence.
- ▶ Similarly in my work undertaking [SUBJECT AREA] Assessments and investigations on behalf of developers there is often a pressure on the part of the developer to maximise the return from their site. Ethically and professionally my responsibility is to conduct my investigation to the best of my ability to provide the client with the most accurate assessment of the risk to their site.

D2 - Examples

- ▶ I act with integrity and objectivity on all projects, taking practical steps to avoid causing environmental damage (scheme feasibility), degradation (customer standards) or nuisance (impact on the community). I seek further knowledge from colleagues that have experience in different fields. I am also eager to speak to manufacturers to gain details about operational and technical specifications.
- ▶ I understand and comply fully with the company's legal responsibilities, as well as core business values and ethical principles. My behaviour at work aligns with [WATER COMPANY's] 'Honest and Ethical Behaviour Policy' which sets out the company's commitment to conducting all aspects of its business in an honest ethical and transparent manner.

D2 - Examples

- ▶ Furthermore, at both home, during everyday life, and at work, when engaged in professional activities, I conduct myself in an ethical and sustainable way. I ensure that my actions and behaviours do not adversely impact society or the environment and in this respect I adhere to the set of twelve principles outlined in CIWEM's professional ethics and code of conduct. I have completed honest and ethical behaviour training whilst at work and this has ensured that I understand how to protect myself from the risk from bribery by knowing when to declare gifts and hospitality.
- ▶ I act with integrity and objectivity on all projects, taking practical steps to avoid causing environmental damage (scheme feasibility), degradation (customer standards) or nuisance (impact on the community). I seek further knowledge from colleagues that have experience in different fields. I am also eager to speak to manufacturers to gain details about operational and technical specifications.

Activity - Today and this week

- ▶ Discuss with your peers :
- ▶ What codes/legislation and regulatory frameworks apply to you - how do you comply?
- ▶ How do you think and act professionally and impartially?
- ▶ Awareness of the limits of your own knowledge, expertise and competence and when to seek advice / guidance.
- ▶ How do you promote compliance with codes of conduct and professional working?

Cross referencing - other accreditations

Related professional registrations

While looking at D2 you may want to consider incorporating the following related professional regulations for Chartered Env/Eng/Sci.

- ▶ (CIWEM, D2) - Work professionally, ethically and comply with relevant codes of conduct.
- ▶ (CEng, E1) - Comply with relevant codes of conduct.
- ▶ (CSci, B2) - Work effectively in a team.
- ▶ (CSci, B3) - Use effective influencing and negotiating skills.
- ▶ (CSci, E) - Comply with relevant codes of conduct.
- ▶ (CEnv, B1) - Promote behavioural and cultural change by influencing others in order to secure environmental improvements that go beyond minimum statutory requirements.
- ▶ (CEnv, C2) - Ability to liaise with, negotiate with, handle conflict and advise others, in individual and/or group environments (either as a leader or member).
- ▶ (CEnv, D3) - Demonstrate an understanding of environmental ethical dilemmas.
- ▶ (CEnv, D4) - Comply with relevant codes of conduct and practice.

Tips

- ▶ Always write in the first person - CIWEM are only interested in what you have done, not what your team has done.
- ▶ Be honest about what you have contributed to a project
- ▶ Understand why you are doing a particular tasks - what is the bigger picture?
- ▶ Be concise
- ▶ Remember what you have written
- ▶ Don't limit your self to experience at current employer or paid employment

News

- Fast Track to Membership course – now available online (£325+VAT Group discount available).
- The course has been tailored to compliment this free webinar series to aid in your submissions.
 - ▶ A two-hour module. Part 1, assisting you with the preparation of your Career Overview Report and taking you through the application process. Part 2, one-hour preparing for your Professional Review Interview.
 - ▶ A three-hour session delivered in two parts with one highly experienced tutor who will work with you in groups of two or three fellow applicants to prepare the core content of each of your 14 competencies
 - ▶ 1 hour 1 on 1 tuition support to review your submissions from professional tutors, many of which are also Professional Review Interviewers.
- Contact learning@ciwem.org or visit <https://www.ciwem.org/training/fast-track-to-chartership>

News

- CIWEM Mentor Platform now open – all free to use
- <https://www.ciwem.org/membership/mentoring>
- Not just for C.WEM – please do promote to your network.

Expertise

- × Career breaks
- × Continuing Professional Development
- × Goal Setting/ Career Planning
- × Management of staff
- × Maternity leave
- × Skills development
- × Study motivation
- × Work/life balance

Skills

- × Building self-awareness
- × Written and verbal communication
- × Interview skill
- × Planning and organisation
- × Decision making
- × Influencing and negotiating
- × Adapting to change
- × Taking responsibility for personal development
- × Understanding and managing conflicts of interest
- × Team working
- × Networking
- × Building effective working relationships

Save the date
Next call - The Final Week
8th July - E1
Demonstrate continuing professional
development (CPD)



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Please fill in the Survey - if helps improve the series

Katie Woollard

Please book 24 hours before the next session