

Head Office:

This Code of Conduct for Members of ARMI is made by the Board of the Asbestos Removal Management Institute (ARMI) and shall apply from 1st October 2013.

CODE OF CONDUCT

Introduction

The Institute requires that all Individual Members conduct themselves so as to uphold the dignity, standing and reputation of the Institute.

Scope

This Code of Conduct sets out the standards of professional conduct and practice expected of Members of ARMI. The Code of Conduct does not repeat obligations placed on Members by the general law, for example in the areas of discrimination and employment.

Not every shortcoming on the part of a Member, or failure to comply with these Rules, will necessarily give rise to disciplinary proceedings. However, a failure to follow any guidance associated with the Rules is a factor that will be considered should it be necessary to examine the behaviour of a Member. In such circumstances a Member may be asked to justify the steps they took and this may be taken into account. A Member should be guided as much by the spirit of the Rules as by the express terms.

1. Ethical behaviour

Members shall at all times act with integrity and avoid conflicts of interest and avoid any actions or situations that are inconsistent with their professional obligations.

2. Competence

Members shall carry out their professional work with due skill, care and diligence and with proper regard for the technical standards expected of them.

3. Service

Members shall carry out their professional work in a timely manner and with proper regard for standards of service and customer care expected of them.

4. Continuing Professional Development (CPD)

Members shall undertake record and evaluate appropriate continuing professional development and provide ARMI with evidence that they have done so.

5. Information to ARMI

Members shall submit in a timely manner such information, and in such form, as the Board may reasonably require.

6. Co-operation

Members shall co-operate fully with ARMI staff and any person appointed by the Board.

DISCIPLINARY RULES AND REMEDIES RELATING TO IMPROPER CONDUCT

1. Improper conduct shall mean;
 - (a) any breach of the provisions of the Code of Conduct.
 - (b) any other conduct which shall indicate unfitness to be a member, or shall otherwise be considered unfitting, by the Board.
2. Any member who shall be convicted by a competent Tribunal of a criminal offence which, in the opinion of the Board, render him unfit to be a member shall be deemed to have been guilty of improper conduct.
3. Allegations of improper conduct shall be first brought before the Board, who shall, on the basis of preliminary information determine whether a full investigation shall be held. The enquiry shall be held at the earliest opportunity following the allegation being brought to the Board.
4. The member shall be given notice of the allegations brought against him and of the procedure, where applicable, for a full enquiry. All communications, meetings, proceedings and decisions shall be recorded in writing and shall be presented to the member at the earliest opportunity.
5. The member shall be given reasonable time and opportunity to prepare his defence / case and to present same to the enquiry.
6. The enquiry shall be conducted by the Board
7. Upon hearing all the evidence put before them the decisions of the Board shall be taken on a two thirds majority or greater. Matters shall be conveyed to the Member in writing at the earliest opportunity.
8. The Board reserves the right to determine and impose sanctions or remedies against any member found guilty of improper conduct including dismissal from the membership.