

## Post-Tensioning Institute of Australia

### Code of Ethics

#### Preamble

The members of the Post-Tensioning Institute of Australia (PTIA) agree to support and abide by the objectives of the Institute which are -

- (a) to ensure that the post-tensioning contracting industry is both viable and competitive, and
- (b) to promote high standards in design, construction and materials for post-tensioning systems, consistent with world best practice, and verified by certification of its Corporate and Associate Members, and
- (c) to develop industry work standards which establish appropriate skills of employees, personal development opportunities, a safe working environment, and environmental responsibility, and
- (d) to achieve ongoing technical advances in materials and systems for post-tensioning.

The members of the PTIA provide goods, services and structures for the benefit of the community and, consequently, derive their income from that community. Consequently, the members of the PTIA are expected to act in the best interests of the community, and with integrity, fairness, honesty and a high standard of ethical behaviour.

This Code of Ethics outlines the principles which have been adopted by the PTIA as the basis on which members will conduct their activities.

#### Code of Ethics

This Code of Ethics applies to all members of the PTIA. The Corporate and Associate members have agreed to abide by this code as part of their conditions of membership.

The code is based on principles of fairness, honesty and integrity, with due regard to the dignity of the individual, the welfare of the community, and responsibility to the PTIA and its objectives. They address the members' responsibilities regarding –

- the environment
- the community
- individuals
- employees
- work relationships involving clients, suppliers, sub-contractors
- other members of the PTIA, and
- the PTIA

Under this code, the members of the PTIA agree to abide by the following guidelines.

- 1 In conducting their work, members will always have regard for the environment and the sustainability of resources.
- 2 Members will always place the health, safety and welfare of the community above their own commercial interests.
- 3 Members will abide by the laws and regulations which affect the industry.
- 4 Members will apply their skills, knowledge and competence in the best interests of their client and of the community.
- 5 Members will treat others with dignity and respect.

- 6 Members will not unfairly or unlawfully discriminate against others.
- 7 Members will provide a safe and healthy working environment for their employees.
- 8 Members will ensure that employees are properly trained in the safe use of all systems, equipment and work methods.
- 9 Members will undertake their business dealings with honesty and integrity.
- 10 Members will respect the confidentiality of the intellectual property of clients, other members, sub-contractors and suppliers.
- 11 Members will not engage in practices such as collusion, hidden commissions, unsuccessful tender fees or any other secret arrangement.
- 12 Members will conduct relationships with consultants, sub-contractors and suppliers in an ethical manner, and will meet all financial obligations for payment.
- 13 Members will not use unfair or improper methods of securing work.
- 14 Members will only provide their services within their areas of competence.
- 15 Members will provide their goods, materials and services in accordance with the contracts they have entered.
- 16 Members will provide their goods, materials and services in accordance with safe and recognised best practice.
- 17 Members will not falsify data which is to be provided in accordance with the goods, materials and services which they provide.
- 18 Members will aim to achieve the highest quality in the work they do and in the relationships involved.
- 19 Members will provide opinions, statements and evidence with fairness honesty in all circumstances.
- 20 Members will inform their clients when they consider that a project or work method will not be viable, whether on the basis of commercial, technical, environmental, or health and safety factors.
- 21 Members will not make untruthful or disparaging remarks about other members.
- 22 Where a member makes a complaint about another member, this will be made to the PTIA and will be in confidence and with respect to the rights of the other member.
- 23 Members will uphold the honesty and integrity of the industry and of the PTIA.
- 24 Members may state their membership of the PTIA in their advertising provided that they also state the grade of membership and provided that they only refer to those parts of their organisations which have gained accreditation in accordance with the PTIA's rules.
- 25 Members will not make false or misleading statements about the PTIA and its policies.
- 26 Members will not misrepresent the PTIA.
- 27 Members will not allow their name or the PTIA to be associated with misleading advertising or untrue or unfair statements.

### **Complaints and disciplinary actions**

A person, including a member, may lodge a complaint about a member with the PTIA. Complaints must be in writing, addressed to the Secretary of the PTIA, signed by the person making the complaint, and supported by relevant evidence.

Complaints may only be made about the member in relation to their obligations as a member of the PTIA – that is, in relation to its accreditation and to this Code of Ethics.

Where a complaint is received, the Secretary will notify the PTIA Board of the complaint. If the Board considers that the complaint warrants investigation, the Secretary will advise the member who is the subject of the complaint of the nature and details of the complaint. The member so concerned will be advised that they may make submissions to the Board in relation to the complaint within 28 days of such advice.

The name of the member concerned, the nature of the complaint, the fact that there is a complaint, and any discussions on the matter must remain in the strictest confidence.

The Board may seek relevant information from wherever and whomever it considers necessary in order to satisfy itself about the details of the nature of the complaint.

If the Board decides that the complaint is justified, it may censure, suspend or expel the member from the PTIA in accordance with the Constitution of the PTIA.

The Board must advise the member of its decision in writing in accordance with the Constitution of the PTIA.

The Board may authorise publicity of disciplinary actions taken, including the name of the member disciplined, on its web site or in its Newsletters.