



## **Definitions:**

“client” includes any person to whom the member provides professional services.

“competency” includes the following

- knowing the general principles, procedures, and requirements to ensure the health and safety of workers for the areas in which the member practices;
- the ability to ascertain all relevant facts, conditions, background information, and other information required to properly assess the work site conditions and diligently exercise the member’s performance of their professional responsibilities

“conflict of interest” means any real or reasonable perceived risk to the ability of the member to provide services to the client in a manner that is unbiased and will not adversely affect, or wrongfully benefit, the client or the member.

“designating body” means the Board of Canadian Registered Safety Professionals, Canadian Society of Safety Engineering, Board of Certified Safety Professionals, Institution of Occupational Safety and Health, Canadian Registration Board of Occupational Hygienists, American Board of Industrial Hygienists, Alberta Construction Safety Association, Manufacturers Health and Safety Association, Alberta Association for Safety Partnerships, or any other Certifying Partner under the Partnerships in Injury Reduction Program.

“member” is a member in good standing of the Society in any category listed in bylaw 2 of the Society’s Bylaws.

“professional services” includes any service within the scope of practice of any discipline of occupational health and safety recognized by the Society.

“Society” means the Alberta Society of Health and Safety Professionals.

## **1. Competency**

Members are required to

- a) carry out professional responsibilities and provide professional services in a competent, honest and diligent manner;
- b) provide sound judgment in the provision of their professional services;
- c) recognize their professional limitations and perform only those services that may be handled competently based on one’s training, education, experience, and credentials;

- d) ensure persons working under their authority or supervision are competent to carry out the tasks assigned to them;
- e) directly supervise staff and assistants to whom the member delegates particular tasks and functions of professional services;
- f) communicate with the client at all relevant stages in a timely and effective manner;
- g) perform all functions of professional services conscientiously, diligently and in a timely and cost-effective manner;
- h) recognize limitations in one's ability to provide a professional service or some aspect of it, and taking steps accordingly to ensure the client is appropriately served;
- i) manage one's practice effectively;
- j) pursue appropriate professional development to maintain and enhance health and safety knowledge and skills;
- k) keep apprised and adapt to changing professional requirements, standards, techniques, practices, and regulatory requirements; and
- l) comply with applicable statutes, regulations, and bylaws in their provision of professional services.

## **2. Quality of Service**

Members are required to

- a) provide services in a courteous, thorough and prompt manner; and
- b) be honest and candid with all advice provided to a client, discuss all risks with the client and ways to mitigate those risks, and provide the client with all relevant information known to the member related to the professional service being provided.

## **3. Integrity**

3.1 Members are required to

- a) maintain honesty, integrity, and objectivity in the practice and discharge of all professional interactions to clients, the public, other members of the profession, and applicable regulatory and law enforcement organizations;
- b) protect and promote the safety and health of people, property and the environment above any consideration of self-interest;
- c) avoid circumstances that may compromise professional conduct or may give rise to a conflict of interest;
- d) disclose any conflict of interests to the client;
- e) resist any influence or interference that could undermine the member's professional integrity;
- f) refer the client to the appropriate professional when requested to do work that is outside the scope of practice of the member's professional designation(s); and
- g) upon becoming aware that the member has made an error in respect to any service provide to a client, the member must make the client aware of the error immediately and, where possible, rectify the error.

### 3.2 Members must not

- a) in an attempt to obtain a personal gain from the client, threaten to initiate a criminal or quasi-criminal charge or report the client to a regulatory body;
- b) wrongfully influence or attempt to wrongfully influence any regulatory body in relation to the member or the member's client;
- c) assist their client with committing fraud, illegal conduct, or providing false or misleading information to a regulatory body.
- d) represent their qualifications in a false or misleading manner, or represent that the member is qualified to provide services that are not under the scope of practice of the member's designation(s);
- e) manipulate their findings or professional opinions in exchange for compensation or benefit of any kind; or
- f) falsify or misrepresent the member's findings or professional opinions.

## 4. Respect in the Workplace

### 4.1 Members are required to

- a) support, promote and apply the principles of human rights, equity, dignity and respect in the workplace; and
- b) recognize that discrimination on the basis of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation is prohibited unless such discrimination is *bona fide* (e.g., for health and safety purpose) and all possible accommodations have been explored.

### 4.2 Members must not

- a) sexually harass any person;
- b) engage in any other form of harassment or violence against any person;
- c) unlawfully discriminate against any person; or
- d) use profane, abusive or insulting language directed at a co-worker, manager, colleague or to any member of the general public; or
- e) use their position or influence to compromise professional relationships in the workplace or related professional functions.

## 5. Professional Growth

### Members are required to

- a) continue professional development throughout their career and support and encourage fellow members to develop professionally; and

- b) continually assess the member's professional competence and maintain competence through continuing education, training and experience.

## **6. Confidentiality**

### 6.1 Members are required to

- a) protect the confidentiality of all professionally acquired information and disclose such information only when properly authorized or when
  - legally obligated to do so,
  - expressly or implicitly authorized to do so by the client;
  - required to deliver the information to the Society in accordance with the bylaws or the Disciplinary Policies or procedures; or
  - when such disclosure is required to avoid serious harm to the health and safety of workers or the public; and
- b) immediately disclose any information to the appropriate regulatory or law enforcement body that is required to avoid serious harm to the health and safety of workers or the public.

### 6.2 Members must not

- a) use confidential information of a client or former client to the client's disadvantage, or to the benefit of the member, unless
  - expressly permitted to do so by the client or former client;
  - required to do so by law; or
  - when such disclosure is required to avoid serious harm to the health and safety of workers or the public; or
- b) keep secret any process of procedure developed by the member that will benefit the overall health and safety of workers or the public; or
- c) use information contained within the Society's Register for any other purpose than the business of the Society. Unauthorized uses of Register information include, but are not limited to, personal marketing, personal business, self-promotion, the seeking of charitable donations to which the Society has not authorized, and political purposes.

## **7. General Requirements**

### 7.1 Members are required to

- a) fulfill all legal requirements associated with any professional service rendered, and ensure that any professional service provided will enable the client to meet its legal requirements;
- b) ensure that any professional service rendered will be performed in such a manner as to not endanger the health and safety of any worker or the public;
- c) ensure, to the best of their ability, that statements on professional services attributed to them properly reflect their professional opinion;

- d) when a client makes a decision that may have serious adverse effects the health and safety of the workers or the public and is contrary to the recommendation of the member, inform the client of the consequences of the decision. If the client is unavailable or unresponsive, the member must notify the appropriate regulatory authorities that have the ability to evaluate the concerns and the power to suspend activities until the technical issue is resolved;
- e) advise clients when the member becomes aware that the proposed activities of the client violate the law;
- f) seek help from other members and appropriately qualified professionals for personal problems that might adversely affect the member's service to clients, or the member's obligations to the Society or the profession; and
- g) protect and enhance their own health and wellbeing by identifying those stress factors in their professional and personal lives that can be managed by developing and practising appropriate coping strategies.

#### 7.2 Members must not

- a) consume alcohol or other drugs that may cause impairment while engage in providing professional services; or
- b) provide any professional service while impaired.

### **8. Support of the Profession and Other Professionals**

#### 8.1 Members are required to

- a) uphold the honour and prestige of the profession;
- b) recognize and respect the original work, integrity and ability of their peers;
- c) be courteous, civil and act in good faith to all persons with whom the member has dealings including other members;
- d) encourage public respect for the health and safety profession and work to improve the profession;
- e) treat fellow members with dignity and as persons worthy of respect;
- f) collaborate with other members for the purposes of improving the health, safety, and wellbeing of workers;
- g) uphold the standards and reputation of profession;
- h) clearly distinguish between facts, assumptions, and opinions in all communications with the public and in published articles;
- i) report to the appropriate authority any unprofessional conduct by members; and
- j) cooperate with the Society for the purpose of administrating this Code of Ethics and the Disciplinary Policies and Procedures.

#### 8.2 Members must not

- a) conduct themselves in a manner that may bring the profession into disrepute;

- b) retain the services of other persons who have had their membership in the Society suspended or cancelled due to a violation of this Code of Conduct, unless that person is returned to the status of a member in good standing of the Society;
- c) lie to or mislead another member;
- d) in the course of a professional practice, send correspondence or otherwise communicate to a client, another member, or any other person in a manner that is abusive, offensive, or otherwise inconsistent with the proper tone of a professional communication from a member;
- e) impugn the reputation of another member for personal motives;
- f) disparage another member or call into question their competency or ethics outside of a proper forum for addressing such issues;
- g) engage in activities outside of their professional practice that may compromise their professional or personal reputations or bring discredit to the profession;
- h) allow involvement in an outside interest to impair the exercise of the member's independent judgment on behalf of a client;
- i) review the work of another member, unless the member being reviewed has been informed of such review and open communication is established between the two members to ensure a full understanding of facts, assumptions, or opinions used by the reviewing member; or
- j) engage in oppressive or inappropriate conduct towards a subordinate

## **9. Marketing**

9.1 A member may market professional services, provided that the marketing is:

- a) demonstrably true, accurate and verifiable;
- b) neither misleading, confusing or deceptive, nor likely to mislead, confuse or deceive;
- c) in the best interests of the public; and
- d) consistent with a high standard of professionalism.

9.2 A member must not advertise that the member is a specialist in a specified field unless the member has been so recognized by the Society or holds certification from another body that has been accepted by the Society.

## **11. Duty to Report**

A Member must immediately report to the Disciplinary Committee Chair of the Society

- a) any participation in criminal activity related to a member's practice;
- b) any criminal or regulatory charges laid against the member;
- c) any criminal or regulatory convictions against the member;
- d) any disciplinary complaints or code of conduct matter being investigated by a designating body;
- e) any disciplinary action taken against the member by a designating body;
- f) any breach of this Code of Conduct
- g) conduct that raises a substantial question as to another member's honesty, trustworthiness, or competency;

- h) conduct that raises a substantial question as to the member's capacity to provide professional services; and
- i) any situation in which a member's clients are likely to be materially prejudiced.

## **12. Support the ASHSP**

Members are required to

- a) comply with the relevant provisions of the ASHSP bylaws, policies and procedures;
- b) reply promptly and completely to any communication from the Society;
- c) make claims regarding membership only with respect to the scope for which membership has been granted;
- d) not use the membership in such a manner as to bring the Society into disrepute, and not make any statement regarding the membership which the Society may consider misleading or unauthorized;
- e) discontinue the use of all claims to membership that contains any reference to the Society or membership upon cancellation, suspension or termination of membership, and to return any proof of membership issued by the Society;
- f) abstain from behaviour that will cause harm to the reputation of the Society and its members; and
- g) maintain the security of any Society competency testing information and materials, including the prevention of unauthorized disclosures of test information.