

Schedule 2 Code of Ethics



COLLEGE OF
APPLIED BIOLOGY

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Introduction

Integrity, competence, accountability, and adherence to all applicable laws and regulations are the cornerstones of this Code of Ethics. College of Applied Biology members are required to conduct themselves in a manner consistent with these precepts as outlined in the nine principles herein, and to uphold the principles of stewardship of aquatic and terrestrial ecosystems and biological resources as required under the *College of Applied Biology Act*.

In dealings with the public, employers/clients and other members of the profession, members of the College of Applied Biology must:

1. Provide objective, science-based, unfettered, forthright and intellectually-honest opinion, advice and reports in applied biology.

To meet this principle, members must:

- formulate and present opinions, conclusions and recommendations from an impartial and factual science base;
- ensure that facts and opinions used to support advice; conclusions or recommendations are accurate and are represented accurately;
- identify relevant underlying data, assumptions, methodologies, considerations, implications, and the sources for any information or background data/information in all reporting;
- identify limitations of data, concepts, conclusions, understanding, and recommendations in all reporting;
- refuse to enter into agreements where compensation is contingent upon the conclusions or recommendations meeting the client's desired conclusions or recommendations;
- refuse to enter into agreements where the terms of employment restrict the member from applying due diligence and/or intellectual honesty;
- refuse to change their professional opinion or recommendation where the change is not supported by science, while remaining open to constructive professional dialogue;
- disclose the professional relationship (employment/contract/volunteer) when the member acts or presents on behalf of a client or employer or other entity; and
- recognize that all work, whether or not signed and/or sealed must meet this principle.

2. Undertake assignments and offer opinions only in areas in which they are competent.

To meet this principle members must:

- ensure that they practice only in areas in which they are competent;
 - competence can be achieved through education, study, experience and training;
 - competence can be demonstrated by the ability to complete a task to the same standard as trained professionals in similar situations;
- maintain competence in their field of practice and keep abreast of advances in practice and the relevant science;
- ensure that, where a member takes responsibility for the work of another, the work meets the appropriate standard;
- ensure that, where a member is the coordinating professional or project supervisor, all other team members are competent and qualified to perform their required duties; and
- retain or advise of the necessity to retain the services of others, where additional expertise is required

3. Ensure they meet a professional standard of care by practicing applied biology with attention, caution, prudence, and due diligence.

To meet this principle members must:

- identify and meet the professional standard of care that will avoid reasonably foreseeable undesirable outcomes;
- undertake their work in a manner that demonstrates due diligence;
 - to ensure due diligence, members must make certain that at a minimum:
 - ✓ the level of effort expended is appropriate to the task as defined by the activities undertaken and the potential risks;
 - ✓ experts have been consulted or retained where necessary;
 - ✓ background information is collected and incorporated;
 - ✓ data have been collected to ensure proper assessment of risks and outcomes;
 - ✓ the use of any new or unusual methods are justified, referenced and explained;
 - ✓ conclusions, uncertainties and recommendations are stated in a clear, understandable manner;

- ✓ implications of recommendations and alternatives are identified in a clear, understandable manner;
 - ✓ all applicable legal requirements are met; and
 - ✓ appropriate documents, files, and filing systems are maintained;
- exercise sound judgement, document uncertainties and provide a clear rationale for all decisions;
- provide advice that is carefully and conscientiously developed;
- ensure that the employer/client is aware of potentially adverse consequences if the member's professional recommendations are not followed; and
- recognize that all work, whether or not signed and/or sealed, must meet the professional standard of care.

4. Provide a professional standard of service to clients and employers by conducting business practices fairly, avoiding conflict of interest and respecting client/employer confidentiality.

To meet this principle members must:

- recognize that the requirement to provide a professional standard of service applies whether the member provides services in the private or public sector, as a contracting professional, volunteer, sole proprietor or an associate in a corporation, or working at the staff or management level;
- exercise fairness in business practices by following practices that are just and reasonable, open and honest, fair and respectful, and undertaken properly;
- consider employer/client materials confidential
 - a member must not use the proprietary/confidential information for personal gain or the advantage of other parties;
- recognize the expectation of confidentiality does not hold where
 - the employer/client actions are unlawful, in which case the member is obliged to report the activity to the appropriate authority; or
 - the member has been otherwise directed by the employer/client or legal authority;
 - ✓ where the member is required by law to disclose confidential information, the member must so advise the employer/client, unless directed otherwise by the legal authority;
- avoid situations and circumstances where there is a conflict of interest;

- o there is a real or perceived conflict of interest where a member's interests conflict or appear to conflict with the member's professional responsibilities;
- o in determining whether a conflict exists or appears to exist, members should consider whether a reasonably well-informed individual in possession of the facts would believe a conflict exists;
- o members must take measures necessary to ensure a conflicting interest does not bias decisions or recommendations that the member may be called upon to make; in extreme situations this might require the member to withdraw from a project.

5. Have regard for the health and safety of the public in the performance of professional duties.

To meet this principle members must:

- give consideration to the potential effects of their work on public health and safety;
- identify and communicate the level of risk and appropriate measures for prevention or mitigation; and
- take immediate corrective action where a threat to health and safety is identified.

6. Uphold professional obligations to the College while in the workplace.

To meet this principle members must:

- ensure professional obligations override all other work related obligations; and
- refuse requests and pressures to compromise professional obligations to the College.

7. Maintain a standard of personal and professional conduct that does not reflect adversely on the College or its members.

To meet this principle members must:

- behave in a manner that recognizes a member's conduct, both in private and professional life, shapes the perception the public and others have of the individual and, by association, the College and other members of the College; and
- be mindful that they are accountable to the College for both personal and professional conduct.

8. Avoid injuring the reputation of others through malice or negligence.

To meet this principle members must:

- display due regard, fairness and courtesy to all individuals with whom they interact;
- exercise due care to avoid unintentionally damaging a person's reputation when making a comment on a person's ability or work, and not knowingly or intentionally damage a person's reputation by making misleading or malicious statements about another person's conduct or work;
- respect that members of legally established professions have been assessed by their peers as being capable of practicing in a competent manner and, as such, are due the respect and deference normally accorded a professional; and
- comment with restraint and demonstrate full consideration of the facts when expressing opinions that differ from those of other professionals.

9. Recognize the duty to address poor conduct and/or practice of another member in order to protect the public interest, the profession, and the reputation of the College.

To meet this principle the member must:

- address the conduct or practice issue while respecting the rights and reputation of the other member;
 - where one College member believes another College member has engaged in poor practice and/or conduct, i.e. has contravened the College Act and/or Rules, the member making the allegations should, where possible, approach the other member privately to seek clarification of the actions before making any public statements or notifying the College. In undertaking this approach the member must:
 - ✓ make every effort to maintain respectful regard; and
 - ✓ not maliciously or negligently injure the reputation of the other member;
 - where it is not possible for a College member to raise a matter of poor practice or conduct directly with the other College member, or where discussions between College members have not resolved the situation satisfactorily, and where the member is of the opinion that the matter merits the attention of the College, the member must report the allegations by filing a complaint with the College in accordance with the Act and Rules.

