INSTMC
CODE OF CONDUCT
VERSION NO. 3

IMC/COC

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The Institute of Measurement and Control

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Institute of Measurement and Control (InstMC)

Code of Conduct

1. Purpose and Scope

The purpose of this Code is to define the professional standards, ethical duties and expected behaviours of all members of the Institute of Measurement and Control ("the Institute").

This Code applies equally to members in employment, self-employment, consultancy, academia, or voluntary roles or who are retired but remain engaged with the profession or the Institute.

In this document, the term "member" applies to Associates, Licentiates, Corporate Members, Fellows, Honorary Fellows, and Student Members and Affiliates of the Institute. The Institute may also apply this Code of Conduct and associated Disciplinary Procedures to other classes of membership at the discretion of the Board of Trustees.

All individual members, regardless of grade or registration status, are expected to uphold this Code when acting in any capacity connected to the Institute or the profession.

Members are expected always to uphold the highest standards of professionalism and conduct in line with the principles set out in this Code, recognising that their behaviour, both professionally and personally, may affect public confidence in the profession and the reputation of the Institute. By becoming or continuing as a member, you agree to abide by this Code of Conduct and to conduct yourself in a way that upholds public trust at all times.

2. Status and Authority

This Code is issued under Royal Charter Article 11:

> "The qualifications, methods and terms of election, privileges and obligations, including liability to expulsion or suspension, of members of each of the classes of the Institute shall be such as the Byelaws shall prescribe."

and Byelaw 28 of the *Royal Charter and Byelaws (2019)*, which empowers the Board of Trustees to define a Code of Conduct, make Regulations covering disciplinary matters, and require members to conform to such rules.

3. Relationship to the Engineering Council

This Code aligns with the requirements of the Engineering Council and incorporates the Statement of Ethical Principles (2026) published jointly by the Engineering Council and the Royal Academy of Engineering. The Statement is available from the Engineering Council's website. Members must observe and apply these five ethical principles:

- Honesty and Integrity
- Responsibility to society
- Accuracy and Rigour
- Leadership and Communication
- Responsibility for the future of technology, society and the environment

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4. General Obligations of Members

All members shall:

1) **Follow Institute rules.** Observe the Institute's governing documents, Byelaws, Regulations and all related rules and policies.

2) **Act with professionalism and integrity.** Uphold the reputation and standing of the Institute and the profession in all professional and voluntary activities.

3) **Protect people and the environment.** Give priority to the health, safety and wellbeing of the public and to the protection of the environment in all professional and voluntary activities.

4) **Behave respectfully and courteously.** Treat everyone with dignity and respect. Do not engage in bullying, harassment, discriminatory, threatening or abusive behaviour. Exercise care and professionalism in all communications, including digital and social-media platforms. The Institute adopts a zero-tolerance stance towards abuse or harassment directed at its staff, volunteers or members.

5) **Maintain competence and CPD.** Maintain and develop professional competence through continuing professional development; keep an accurate, up-to-date CPD record and provide evidence to the Institute on request.

6) **Supervise responsibly.** Exercise proper supervision over those working under your authority and accept appropriate responsibility for work carried out under your supervision or direction.

7) **Comply with law and standards.** Follow applicable laws, standards and regulations, including those on health and safety, security, equality and data protection.

8) **Promote equality, diversity and inclusion.** Foster inclusive practice and challenge discrimination.

9) **Manage conflicts of interest.** Avoid conflicts where possible and, when unavoidable, declare and manage them transparently.

10) **Notify the Institute** promptly if you:

    - receive a criminal conviction or adverse civil court judgement related to professional conduct (UK or overseas);
    - are declared bankrupt or disqualified as a Company Director or Charity Trustee;
    - have membership of another professional body terminated as the result of a disciplinary procedure; or
    - become aware of a significant breach of this Code by another member.

11) **Support a sustainable and secure future.** Use resources responsibly and adopt a security-minded approach in your work.

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5. Code of Conduct

This Code of Conduct sets out the standards of professional and ethical behaviour expected of all members and explains how the principles described in Sections 3 and 4 apply in their professional and voluntary activities.

Core Professional Principles

1) **Skill, Care and Diligence**
   Act with due skill, care and diligence, accepting work only within your competence and available resources. Respect intellectual property, uphold the profession's reputation, and provide clear, objective, and evidence-based advice that identifies material risks, especially when your recommendations are overruled.

2) **Competence and Limitations**
   Maintain and develop professional knowledge and skills; define and follow a personal CPD programme; disclose any limitations in competence; and seek additional expertise when necessary.

3) **Professionalism and Integrity**
   Act with professionalism and honesty, using their professional titles accurately and only within their competence. Be truthful about qualifications and experience, declare any interests that could influence your opinions, and act impartially when providing independent advice or judgement.

Safety, Security and Sustainability

4) **Health and Safety**
   Take all reasonable care to avoid creating danger of death, injury, ill-health or damage to property; protect working and living environments; use materials efficiently; and safeguard the public interest in all safety and health matters.

5) **Physical and Cyber Security**
   Adopt a security-minded approach; assess potential threats and vulnerabilities; protect sensitive information; and promote awareness and good governance of security risks.

6) **Sustainability and the Environment**
   Act in accordance with principles of sustainability; use resources fairly and responsibly; promote recycling and waste minimisation; and prevent avoidable environmental damage or nuisance.

Behaviour and Relationships

7) **Fairness, Respect and Inclusion**
   Treat all people fairly and with respect; not exploit or discriminate against others; behave with integrity and objectivity in relationships with clients, colleagues, employers, Institute staff and volunteers, and the public; and ensure others receive due credit for their work.

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Members must not engage in bullying, threatening or abusive behaviour in any form. The Institute operates a zero-tolerance policy towards harassment or abuse directed at its staff, members or volunteers.

Members shall also exercise care and professionalism in all communications, including on digital and social-media platforms.

8) **Supervision and Responsibility**
Exercise proper supervision over persons working under authority, ensuring they are competent and appropriately supported. Members accept responsibility for the professional work carried out under their supervision or direction.

9) **Supporting Learning and Development**
Encourage others to advance their learning and competence, support education and training of those under supervision, and contribute to professional development within the engineering community.

Legal, Risk and Accountability

10) **Conflicts of Interest**
Avoid conflicts of interest wherever possible and, when unavoidable, disclose them fully and promptly to all affected parties, confirming such disclosures in writing.

11) **Confidentiality**
Respect confidentiality and privacy; not disclose information without consent unless required by law or the public interest; and never use confidential information for personal gain.

12) **Anti-Bribery and Corruption**
Reject bribery and corruption; act lawfully and transparently; disclose any inducements or commissions; and, if managing others, ensure effective anti-corruption and confidential reporting measures are in place. Do not act as a payment conduit for clients unless expressly authorised.

13) **Risk Assessment and Communication**
Identify, assess and manage risks associated with work, quantify potential impacts, and communicate them promptly and accurately to clients and employers.

14) **Liability and Professional Indemnity**
Assess relevant liability and, where appropriate, hold professional indemnity insurance. Disclose to clients whether such insurance is held.

Accountability to the Institute

15) **Raising Concerns ("Whistleblowing")**
Raise concerns about any danger, risk, malpractice or wrongdoing that affects others, supporting anyone who raises such concerns in good faith. Use appropriate internal or external channels and comply with whistleblowing laws.

16) **Notification – Convictions, Bankruptcy, Disqualification or Disciplinary**
Act lawfully and honourably and notify the Institute if you have:

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- received a criminal conviction or adverse civil court judgement (UK or overseas);
- been declared bankrupt or disqualified as a Company Director or Charity Trustee; or
- had membership of another professional body terminated as the result of a disciplinary procedure.

17) Notification – Membership Removal by Another Body

Inform the Institute in writing if membership of any other professional body has been removed because of disciplinary proceedings.

18) Reporting Significant Breaches by Others

Inform the Institute in writing if you have reasonable grounds for believing another member has breached this Code, but do not do so maliciously or recklessly.

6. Enforcement and Disciplinary Procedure

Alleged breaches of this Code of Conduct will be dealt with under the Institute's Disciplinary Procedure, established in accordance with Byelaw 28 of the Royal Charter and Byelaws (2019). Disciplinary decisions are made under the authority of the Board of Trustees and conducted fairly, impartially and in line with the principles of natural justice, with a right of appeal.

Sanctions may include advice, reprimand, suspension or termination of membership. A member who is subject to a disciplinary enquiry may not resign until that process is concluded.

A member who resigns after a complaint has been made, or whose membership would otherwise lapse or be terminated for non-payment of subscriptions, shall be deemed to remain a member until the disciplinary process has reached its decision.

The Institute will co-operate fully with the Engineering Council on disciplinary matters concerning registered members and licence conditions.

7. Approval and Implementation

This Code of Conduct was approved by the Board of Trustees under Byelaw 28 in November 2025 and supersedes all previous editions.

It takes effect from January 2026 and applies to all members of the Institute of Measurement and Control.

This Code will be reviewed periodically by the Board of Trustees to ensure it remains current and effective.

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Annex A:

Zero Tolerance of Abuse and Harassment Policy

The Institute of Measurement and Control (InstMC) upholds the highest standards of professional conduct. This Zero Tolerance Policy sets out our commitment to provide a safe, respectful, and inclusive environment for everyone engaged with the Institute and makes clear that abuse, harassment, or bullying of any kind will not be tolerated.

1. Purpose and Scope

The Institute of Measurement and Control (InstMC) is committed to maintaining a professional, inclusive community in which everyone is treated with dignity, courtesy, and respect.

This Policy applies to all staff, members, volunteers, contractors, and stakeholders engaged in any form of activity, communication, or representation connected with the Institute, whether online, in meetings, or through any digital or written correspondence.

This Policy supports and complements the InstMC Code of Conduct and the InstMC Disciplinary Procedure**.** Together, these documents affirm our commitment to professional integrity, equality, diversity, inclusion, and a positive environment for all.

2. Policy Statement

InstMC has a moral and professional duty to ensure that its people can work and interact without fear of abuse, harassment, bullying, or discrimination.

We recognise that everyone has the right to be treated with respect, and that mental and emotional wellbeing are as important as physical safety.

Everyone interacting with the Institute whether online, in meetings, or at events is expected to uphold the principles of courtesy, respect, and professionalism as set out in our Code of Conduct.

The Institute therefore operates a zero-tolerance approach to any form of:

- verbal, written, or physical abuse;
- bullying, intimidation, or harassment;
- discriminatory, offensive, or inflammatory behaviour;
- persistent use of aggressive tone, language, or swearing;
- misuse of digital or social media platforms to cause distress or harm.

3. Expected Behaviour

All individuals engaging with the Institute must:

- treat others with courtesy, professionalism, and respect at all times;
- communicate constructively and avoid language or actions that could cause offence or distress;
- act in accordance with the InstMC Code of Conduct; and
- contribute to a culture of safety, inclusivity, and fairness.

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No member of staff, volunteer, or member should feel threatened, humiliated, or demeaned in any interaction connected with the Institute. We support anyone who experiences or witnesses' unacceptable behaviour in coming forward to report it without fear of reprisal.

4. Reporting Concerns

If you experience or witness abusive, bullying, or harassing behaviour, you are encouraged to:

1. **Raise the issue informally,** where appropriate, by challenging or reporting the behaviour in a calm and professional manner; or
2. **Report the matter formally** to the Chief Executive (or, if the concern relates to the Chief Executive, to the President), who will ensure that it is reviewed in line with the Disciplinary Procedure.

Individuals should feel empowered to terminate a conversation, online exchange, or meeting immediately if they experience abusive or bullying behaviour, and to report the incident through the appropriate channel.

Anonymous reports will be handled sensitively, though confidentiality may limit the action the Institute can take.

All concerns, however minor they may appear, will be taken seriously and addressed appropriately through the relevant procedures.

5. Consequences of Misconduct

Behaviour that breaches this Policy may constitute misconduct or improper conduct under the InstMC Code of Conduct.

Depending on the circumstances, such behaviour may result in disciplinary action under the InstMC Disciplinary Procedure, including suspension or termination of membership, or removal from roles or responsibilities within the Institute.

Behaviour by staff that breaches this Policy will be dealt with in accordance with InstMC's internal employment and HR policies.

All allegations will be taken seriously and investigated thoroughly. Where behaviour amounts to a criminal offence, for example, threats, harassment, or physical assault, the Institute will report the matter to the police.

6. Support and Commitment

InstMC is committed to supporting the wellbeing of everyone involved in its activities.

We encourage a culture of openness and accountability in which individuals feel able to speak up, seek help, and challenge unacceptable behaviour.

All staff, members, and volunteers share responsibility for maintaining a professional, respectful, and safe environment that reflects the values of our Institution and the engineering profession.

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