

# CODE OF ETHICS FOR SECURITY INSTITUTE MEMBERS

It is a condition of membership that all members, and those applying for membership, observe the highest standards of professional and ethical conduct.

Members who display serious incompetence, act unethically or otherwise bring the Institute, or the profession, into disrepute through their behaviour, acts or omissions, may be subject to Disciplinary Procedures (see *Syl 012 Membership Disciplinary Process*).

This code sets out what the Security Institute expects of all members. (The principles of this code apply equally to persons seeking membership.)

In complying with this code of ethics, members may sometimes find that the standards appear contrary to their personal self-interest. This document will assist members to identify occasions when they might be at risk of failing to recognise or conform to the required standards of conduct.

It is not practicable or possible to establish ethical requirements that will apply to all situations and circumstances that members may encounter. Every situation depends on its own context and if members are in doubt as to their correct course of action, they should contact the Ethics Committee of the Institute or obtain appropriate legal advice.

## **Ethical Rules and Procedures**

1. Members in all professional and business relationships should at all times act with integrity and shall abide by the following principles:
  - Honesty – truthful and trustworthy.
  - Fairness – treat people fairly and impartially, will not discriminate unlawfully or unfairly.
  - Accountability – answerable for decisions, actions and omissions.
  - Openness – open and transparent in actions and decisions.
  - Respect – treat everyone with respect, treat information with respect, and access or disclose it only in the proper course of a member's duties, business or employment.
  - Selflessness – act in the public interest.
- 2.a. Employed members are subject to their contracts of employment. However terms and conditions of employment cannot require members to be implicated in any dishonest transaction or activity, or to act without integrity.

The following principles must be observed at all times:

- Where encouraged or instructed to engage in any activity that is unlawful, members are entitled and required to decline.
- If a member becomes aware that his or her employers have committed an unlawful act, every effort should be made to persuade the employer not to continue the unlawful activity and to rectify the matter.
- If an employee would feel uncomfortable about defending an action or activity in open court or to the press, then it is likely that such action should be avoided on ethical grounds.
- If an employee suspects a criminal act on the part of the employer or somebody acting on behalf of the employer, they are obliged to report the matter to the relevant regulatory or prosecution authority. The Institute will always seek to provide advice to any Member in this situation.
- Particular attention is required to issues raising questions of bribery or corruption, in whatever country the issue arises.

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- b. Members are required to conduct their business in accordance with the laws of the United Kingdom and, when overseas, in accordance with the laws of the host country.
  - c. Members in practice overseas or working overseas are required to comply with local laws and should, in a country in which the profession is controlled by a reputable body, adhere to any local ethical guidance and good practice, even though to do so may not be strictly in accordance with these rules and procedures.
  - d. Members working in a country in which the profession is not so guided or controlled should follow the guidance of the Institute unless the well established and generally accepted legally worked practice of local reputable firms is to the contrary.
3. Members should carry out their professional work with due skill, care, diligence and expedition, and with proper regard for the technical and professional standards expected of them as Institute members.
  - a. In agreeing to carry out professional work, members imply they have the level of competence to perform those services and that their knowledge, skill and experience will be applied with reasonable care and diligence.
  - b. Members should not accept or perform work that they are not competent to undertake unless they obtain such advice and assistance from a suitably qualified person to enable them to carry out the work in a competent and professional manner.
  - c. Members should conduct themselves with courtesy and consideration towards all with whom they come into contact during the course of performing their work.
4. Members should strive for objectivity in all professional and business judgments.
  - a. Conflicts of interest have an important bearing on objectivity and independence, and could be relevant where there is any relationship or situation affecting a member or firm, or any business or other interest held by the member or firm, which may threaten or appear to threaten objectivity. The member concerned should consider the possible need to disclose the relationship, situation or interest to the affected parties.
  - b. A self-interest threat to the objectivity of a member or firm will arise where there is or is likely to be a conflict of interest between a firm and its client. If it cannot be seen by both the member and the client that any conflict can be managed with appropriate safeguards, the member should refuse or discontinue the assignment as speedily as possible.
  - c. A self-interest may arise or be seen to arise where the interests of two or more clients are in conflict. There is, however, nothing improper in a member having two or more clients whose interests may potentially be in conflict with each other, as long as the activities of the member's business are managed so as to avoid the work on behalf of one client adversely affecting that on behalf of another. Where a member believes that the situation can be managed, appropriate and adequate disclosure should be made to the parties concerned, together with details of any proposed safeguards to preserve confidentiality and manage such conflict.
  - d. The public interest should be a factor that all members should bear in mind when accepting any assignment or appointment.

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- e. Members should be aware of the difficulties which may arise from the offer or acceptance of any gift, favour or hospitality that may be intended to influence the recipient or which could be interpreted by a reasonable person in full possession of the facts as likely to have that effect.
  - f. Any report for which a member is responsible, whether it bears his or her signature or not, should be prepared with integrity and objectivity. This means, for example, that while a report may properly present one side of a case and may present that case to its best advantage, the report should be accurate, truthful and, within its scope, both complete and balanced. It should not rely on ambiguities or half-truths, but should be objectively justifiable and should not be based on unreasonable assumptions.
  - g. A member engaging an individual or firm to undertake security work on behalf of a client should ascertain that the individual or firm complies with the ethical standards of the Institute.
5. Members operating as consultants or as partners or principals in companies offering security services shall be required to comply with this code of ethics and in addition, should operate their businesses to the highest ethical standards.
  - a. The business of a member should be so conducted that a client or potential client cannot mistake it for any other firm or business.
  - b. A member should not enter into arrangements to provide services to clients of another firm unless satisfied that the requesting firm's professional work is in accordance with ethical standards governing members of the Institute.
  - c. A member must not make offensive references to or unjustified comparisons with the services of other Institute members or their employers.
  - d. The name adopted by a member for his practice or for a business must not mislead potential customers or others.
6. Members are required to maintain complete confidentiality about their dealings with customers, unless specifically authorised to reveal information by the individual customers involved or there is a legal requirement or professional duty to disclose information.
  - a. Members acquiring or receiving confidential information in the course of their professional work should neither use nor appear to use that information for their personal advantage or the advantage of a third party.
  - b. When members change their employment they are entitled to use the experience gained in their previous employment but not confidential information of any description acquired or received by them in the course of the previous employment.
7. Members must treat information with respect, and access or disclose it only in the proper course of their business/duties. Members must be familiar with and abide by the data protection principles described in the Data Protection Act 1998.

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8. Members in the course of their business and duties should use social media responsibly and safely. They should ensure that anything published on line does not contravene this code or undermine the reputation of the security profession as a whole or Institute.
9. Members should conduct themselves in a professional matter in all dealings whether personal or private.
  - a. Criminal activity may adversely impact upon the reputation of the profession and Institute and be judged as contrary to the principles of the code. Any action taken against a member for a criminal offence (including a criminal investigation) should be reported to the Chairman of the Ethics Committee.
  - b. Members shall behave in a manner which does not discredit the profession or Institute or undermine public confidence in either.
  - c. Any sanction imposed by any regulatory body, or disciplinary sanction imposed by an employer should be reported to the Chairman of the Ethics Committee.
10. Any member, or applicant for membership, who intentionally makes a false or misleading statement to the Institute shall have breached this Code.

### **Breach of code**

11. A breach of this code will not always involve misconduct and thus lead to disciplinary action.
12. The Institute will assess whether the behaviour does or does not reflect upon the Code and the matter, shall be determined in accordance with the Disciplinary Process.

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