

Code of Conduct for BCI Members

Any breach of the Code of Conduct brought to the attention of the Institute will be considered under the Institute's Complaints Procedure. BCI members should also ensure they notify the Institute of any significant violation of this Code by another BCI member. The BCI has published a Complaints Procedure which outlines a range of disciplinary measures at its disposal including, if necessary, the option to withdraw membership of the Institute for serious breaches of the Code of Conduct.

The Public Interest

- 1 In your professional role you shall have regard for public health, safety and the environment.
 - This is a general responsibility, which may be governed by legislation, convention or protocol.
 - If in doubt over the appropriate course of action to take in particular circumstances, you should seek the counsel of a peer or colleague.
- 2 You shall have regard to the legitimate rights of third parties.
 - The term 'Third Party' includes professional colleagues, or possibly competitors, or members of 'the public' who might be affected by your work as a Business Continuity Practitioner without their being directly aware of the existence of your work.
- 3 BCI members should undertake at all times to comply with or observe all applicable laws and regulations, wherever they operate.
 - BCI members, whether acting for themselves or an employer, should not take any action which they know, or reasonably should know, violates any applicable law or regulation.
 - BCI members must ensure that their conduct cannot be interpreted as breaching the laws; if unsure, they must consult, at the earliest possible stage of business dealings, with a suitably qualified and knowledgeable person.
 - Members should take into account the culture of the country in which they are operating.
- 4 You shall conduct your professional activities without discrimination against clients, colleagues or fellow members of the Institute.
 - Grounds of discrimination include, but are not limited to, race, colour, ethnic origin, gender, sexual orientation, age and disability.
 - All colleagues have a right to be treated with dignity and respect.
 - You should adhere to the relevant law within the jurisdiction where you are working.
 - You are encouraged to promote equal access to the benefits of Business Continuity by all groups in society, and to avoid and reduce 'social exclusion' from BC wherever opportunities arise.
- 5 BCI members shall not accept nor make any offer of bribery or inducement.

Duty to Relevant Authority

- 6 You shall carry out work or study with due care and diligence in accordance with the relevant authority's requirements. If your professional judgment is overruled, you shall indicate the likely risks and consequences.
 - The crux of the issue here, familiar to all professionals in whatever field, is the potential conflict between full and committed compliance with the "relevant authority's" wishes, and the independent and considered exercise of your judgment.
 - If your judgment is overruled, you are encouraged to seek advice and guidance from a peer or colleague on how best to respond.
- 7 You shall avoid any situation that may give rise to a conflict of interest between you and your relevant authority. You shall make full and immediate disclosure to them if any conflict is likely to occur or be seen by a third party as likely to occur.
- 8 BCI members must respect privacy and confidentiality of information and understand that they are privileged to access certain information as a result of their professional activities or as a member of the BCI. You shall not disclose or authorise to be disclosed, or use for personal gain or to benefit a third party, confidential information except with the permission of your relevant authority, or at the direction of a court of law.
- 9 You shall not misrepresent or withhold information on the performance of products, systems or services, or take advantage of the lack of relevant knowledge or inexperience of others.
- 10 BCI members might, from time to time, provide services to relevant authorities who may be in competition with each other or who offer similar products or services. If this is the case, BCI members must declare any potential conflict of interest which might arise.
- 11 BCI members shall strive to deliver the most cost effective solutions consistent with the needs of the relevant authority.

Duty to the Profession and the Institute

- 12 You shall uphold the reputation and good standing of the BCI in particular, and the profession in general, and shall seek to improve professional standards the BCI's Good Practice Guidelines and through participation in their development, use and enforcement.
 - As a member of the BCI you also have a wider responsibility to promote public understanding of Business Continuity and, whenever practical, to counter misinformation that brings or could bring the profession into disrepute.
 - You should encourage and support fellow members in their professional development and, where possible, provide opportunities for the professional development of new members, particularly student members. Enlightened mutual assistance between BC Practitioners furthers the reputation of the profession, and assists individual members.
- 13 You shall act with integrity in your relationships with all members of the BCI and with members of other professions with whom you work in a professional capacity.

- 14 You shall have due regard for the possible consequences of your statements on others. You shall not make any public statement in your professional capacity unless you are properly qualified and, where appropriate, authorised to do so. For the elimination of doubt this would normally only be Directors or Officials of the BCI unless otherwise specifically invited to do so.