INSTITUTE OF HIGHWAY ENGINEERS

IHE Members Code of Conduct Policy

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IHE Members Code of Conduct Policy

1. Policy Statement

The Institute of Highway Engineers (IHE) is committed to ensuring that it maintains a high standard of professionalism, integrity and ethical standards among its members.

The Code of Conduct Policy establishes the framework for behaviour deemed acceptable for our members and outlines the need to uphold safety, well-being of the public and fellow professionals.

All members of the IHE are expected to demonstrate competence, honesty and accountability in their professional activities.

2. Purpose

This Code of Conduct Policy outlines the professional standards and obligations required of all members of the Institute of Highway Engineers (IHE). The IHE is committed to promoting professional integrity, technical excellence, and public trust within the highway engineering sector.

3. Scope

This policy applies to all IHE members, including:

- Chartered Engineers (CEng)
- Incorporated Engineers (IEng)
- Engineering Technicians (EngTech)
- Student and Affiliate members
- Fellows and Honorary Fellows

All members of the IHE are required to comply with this policy in their professional activities, whether representing the IHE directly or indirectly.

4. Values and Principles

The IHE expects all of its members to demonstrate the following:

- **Integrity:** Maintaining honesty, fairness, and accountability in all professional activities.
- **Accountability:** Taking responsibility for actions and decisions.
- **Competence:** Maintaining and enhancing technical knowledge and skills.
- **Respect:** Promoting fairness, dignity, and inclusivity in all interactions.
- **Public Interest:** Safeguarding the public, safety, and environmental well-being.

5. Professional Conduct

5.1 Integrity and Conduct

IHE Members must:

- Conduct themselves honestly and transparently in all professional matters.
- Avoid conflicts of interest by declaring personal, financial, or professional interests that may compromise impartiality.
- Ensure all declarations regarding qualifications and experience are truthful and not exaggerated.
- Report any unethical practices, misconduct, or corruption that could endanger public safety or undermine professional standards.

5.2 Competence and Continuing Professional Development (CPD)

IHE Members must:

- Maintain and expand their technical knowledge through CPD activities.
- Accurately maintain CPD records and comply with audit requests.
- Seek guidance or refer matters when outside their professional competence.
- Ensure their work complies with recognised industry standards, codes of practice, and legal requirements.
- Support the development of peers.

5.3 Responsibility to the Public and the Environment

IHE Members must:

- Prioritise public safety and well-being in any of their professional activities.
- Promote sustainable practices that aid in reducing environmental harm.
- Consider social, economic, and environmental impacts when planning or executing projects.
- Advocate for solutions that enhance public safety, infrastructure durability, and road user well-being.

5.4 Compliance with Legal and Regulatory Standards

IHE Members must:

- Adhere to all relevant legal, regulatory, and professional standards.
- Follow health and safety regulations in all engineering practices.
- Maintain accurate records, designs, and documentation to meet compliance obligations.
- Cooperate fully with authorities during investigations or audits.

5.5 Respect, Diversity, and Inclusion

IHE Members must:

- Treat all individuals regardless of race, age, gender or faith with respect, fairness, and courtesy.
- Promote an inclusive workplace that values diversity and challenges discrimination.
- Take necessary steps to report bullying, harassment, or discrimination.

5.6 Use of Professional Status and Membership

IHE Members must:

- Use membership titles and postnominals (e.g., CEng, IEng, EngTech) accurately and appropriately.
- Avoid misrepresenting their professional status or qualifications.
- Maintain the reputation of the IHE and the profession in all public engagements.

6. Digital and Social Media Conduct

IHE Members must:

- Maintain a professional manner in all digital communications.
- Not post content that is offensive, discriminatory, or damaging to the IHE's reputation.
- Ensure any online interactions align with the IHE's values.

7.Conflicts of Interest

IHE Members must:

- Identify and declare any conflicts of interest that may affect their impartiality and decision making.
- Refrain from undertaking work where impartiality cannot be guaranteed.
- Ensure that they maintain transparency with clients, employers, and stakeholders regarding any potential conflicts.

8. Reporting

8.1 Duty to Report

Members must report any suspected breaches of this Code of Conduct that:

- Compromise public safety.
- Involve dishonesty, fraud, or unethical behaviour.
- Breach professional standards or regulatory requirements.

8.2 Whistleblowing

Members who report misconduct in good faith will be protected against victimisation, discrimination, or retaliation.

Definition of whistleblowing can be found in the Appendix and further information on whistleblowing can be found in the IHE Misconduct and Whistleblowing Guidance document.

9. Misconduct Process

9.1 Initial Review

Upon receiving a submission of a complaint, the CEO will:

- Acknowledge receipt of complaint within 10 working days.
- Conduct an initial review to establish whether the complaint is within the scope of the Code of Conduct.
- Dismiss complaints outside scope.

9.2 Formal Investigation

If a complaint is within scope, the CEO will:

- Refer the complaint to Chair of Membership and Qualifications Portfolio Group to establish a Misconduct Panel
- Gather additional evidence and consult with relevant parties.
- Provide the member accused with an opportunity to respond.
- Administer Misconduct Panel proceedings

Misconduct Panel

Investigations, misconduct allegations and misconduct proceedings will be considered by a Misconduct Panel, appointed by the Chair of Membership and Qualifications Portfolio Group.

Membership

- Chair of M&Q Portfolio Group, or nominated deputy, who acts as Chair
- A Council member not from Membership & Qualifications Committee
- A Fellow of IHE, not on Council but with some knowledge of the field of the complaint.
- The Chair may call on additional support or expertise as necessary, including technical advisors, legal advisors or specialist members to assist the panel in understanding complex issues.

10. Misconduct Hearings

If a serious breach is identified, the case may proceed to a Hearing, where:

- The member has the right to present their defence.
- Witnesses may be called to provide testimony.
- An independent Misconduct Committee will make a final decision.

11. Possible Outcomes

Following an investigation, the IHE may determine one of the following:

- No Further Action (if the complaint is unproven).
- Formal Warning (a record of the misconduct will be kept).
- Suspension of Membership (temporary removal of IHE membership and credentials).

- Expulsion from the IHE (permanent removal from IHE membership).
- Referral to the relevant authorities (if any legal breaches are identified).

12. Appeals Process

IHE Members that are subject to misconduct action may appeal within 30 days of receiving the decision. Grounds for Appeal:

- Any errors within the investigation procedure that affected the fairness of the investigation.
- Any new evidence that was not available at the time of the investigation.
- Disproportionate consequences.

Appeals should be submitted in writing to feedback@theihe.org

13. Roles and Responsibilities

13.1 Members

All members of the IHE are personally accountable for understanding and complying with this Code of Conduct Policy.

13.2 The IHE Council

The IHE Council is responsible for:

- Ensuring awareness of this policy to all members.
- Ensuring fair, consistent, and transparent misconduct processes.

14. Policy Review

This policy will be reviewed annually to ensure it remains in line with legal frameworks, industry standards, and best practices.

Any changes to this policy will be communicated to members in a timely manner.

15. Declaration

All members are required to confirm they understand and accept this Code of Conduct Policy upon joining the IHE and at each membership renewal.

16. Further Information

- IHE Members Misconduct and Whistleblowing Guidance

Appendix

Appendix A

Definitions

- Conflict of Interest: A situation where a member's personal or financial interests may compromise impartiality.
- CPD (Continuing Professional Development): Ongoing learning activities that maintain and enhance professional skills.
- Whistleblowing: is the reporting of concerns related to unethical, illegal behaviour within an organisation. It allows individuals to raise concerns without fear of retaliation.

For further guidance, members are encouraged to contact the IHE's CEO.

All members are required to confirm they understand and accept this Code of Conduct Policy upon joining the IHE and at each membership renewal.

Version control	Date	Summary of changes	Changes approved by:	Date
V3.0	06/2025	Updated to follow EC guidelines. Addition of Misconduct process Addition of Policy Review	Council	12 June 2025