



The  
Welding  
Institute

# Professional Membership Rules and Code of Conduct





# Statement of Ethical Principles

Members of The Welding Institute are expected to abide by the Statement of Ethical Principles as outlined below.

The Engineering Council and the Royal Academy of Engineering lists four fundamental principles to guide engineers and technicians in achieving the high ideals of professional life:

- Accuracy and rigour
- Honesty and integrity
- Respect for life, law and the public good
- Responsible leadership: listening and informing

These express the beliefs and values of the profession and are amplified in the Statement of Ethical Principles;

[www.engc.org.uk/professional-ethics](http://www.engc.org.uk/professional-ethics)

# Rules of Professional Conduct

- 1 When discharging his/her professional duties, a member:
  - i Shall act with due skill, care and diligence and with proper regard for professional standards.
  - ii Shall satisfy himself/herself as to their scope, obtaining in advance any necessary clarification or confirmation and shall only accept professional obligations for which he/ she believes to have sufficient competence or authority to perform and shall assess manage and communicate all relevant risks and limitations of competence
  - iii Shall accept responsibility for all work carried out by him/her, or under his/her supervision or direction, and shall take all reasonable steps to ensure that persons working under his/her authority are competent to carry out the tasks assigned to them and that they accept responsibility for work done under any authority delegated to them.
  - iv Shall assess relevant liability, and, if appropriate, hold professional indemnity insurance.
  - v Shall assess and manage relevant risks and communicate these appropriately
  - vi Shall, when asked for professional advice, give an opinion that is objective and reliable, to the best of his/her ability.
  - vii Shall, if his/her professional advice is not accepted, take all reasonable steps to ensure that the person who overrules or disregards his/her advice is made aware of the possible consequences and, wherever possible, records the same.
- 2 Except when legally authorised in the national or public interest, when discharging his/her professional duties, a member:
  - i Shall prevent avoidable danger to health or safety
  - ii Shall prevent avoidable risk to both physical and cyber security
  - iii Shall act in accordance with the principles of sustainability, and prevent avoidable adverse impact on the environment and society.
- 3 In his/her work, a member shall respect all relevant laws and statutory regulations and shall act with proper regard for professional standards.
- 4 In respect of his/her professional relationships with employers, colleagues or clients, a member:
  - i Shall treat all persons fairly and with respect
  - ii Shall not maliciously or recklessly injure or attempt to injure, whether directly or indirectly, the professional reputation of another and shall treat all persons fairly and with respect.
  - iii Shall disclose to his/her client or employer any benefits or interests that he/she may have in any matter in which he/she is engaged on their behalf.
  - iv Shall avoid where possible real or perceived conflict of interest, and advise affected parties when such conflicts arise.
  - v Shall observe the proper duties of confidentiality owed to appropriate parties and shall neither communicate to any person, nor publish any information or matter, not previously known by him/her or available in the public domain, which has been communicated to him/her in confidence by a client or employer without the express authority of that client or employer.
  - vi Shall not claim authorisation, qualifications

- or registrations for which he/she is not entitled.
- vii Shall declare any changes to his/her professional status that might affect the perception of employers or other interested parties as to his/her competence to undertake work for which he/she will be responsible.
- viii Shall notify the institute of any significant violation of this Code of Conduct by another member.
- ix Shall encourage others to advance their learning and competence.
- 5 A member must ensure that he/she keeps up to date in the technology in which he/she practises to maintain and enhance his/her competence. To this end, it is mandatory for members to adopt a formal approach to Professional Development.
- 6 A member shall raise a concern about a danger, risk, malpractice or wrongdoing which affects others ("blow the whistle"), and support a colleague or any other person to whom the member has a duty of care and who in good faith raises any such concern.
- 7 A member shall not solicit work in a misleading or unfair way as an independent adviser or consultant, either directly or by an agent, nor shall he/she improperly pay any person, by commission or otherwise, for the introduction of such work.
- 8 A member shall not be the medium of payments made on his/her employer's behalf unless so requested by his/her employer, nor shall he/she, in connection with work on which he/she is employed, place contracts or orders except with the authority of and on behalf of his/her employer.
- 9 A member shall reject bribery and all forms of corrupt behavior, and make positive efforts to ensure others do likewise.
- 10 A member working overseas shall observe these rules as far as they are applicable, but where there are recognised standards of professional conduct in the country in which he/she is employed, he/she may adhere to them.
- 11 A member shall notify the Institute upon becoming bankrupt or disqualified as a Company Director.
- 12 A member shall be guilty of improper conduct if he/she is convicted by a competent tribunal of a criminal or civil offence which, in the opinion of the Council, renders him/her unfit to be a member. A member shall notify the Institute if convicted of any such offence.
- 13 A member shall notify the institute if they have had membership of another body terminated as a result of disciplinary procedure.
- 14 If in the opinion of Council a member is precluded from performing his/her professional duties in a manner consistent with the standards of his/her profession, as a result of being adjudicated bankrupt or making a composition with his/her creditors, he/she may be deemed guilty of improper conduct. A member shall notify the Institute if such circumstances occur.

# Right to Appeal

Any applicant applying for professional membership and/or registration has a right of appeal against the outcome based on either

## i. an appeal against the decision itself

If an applicant is dissatisfied with the decision of the Membership, Education and Registration Committee (MERC), the applicant may appeal against the decision

An appeal against the decision can only be considered if the applicant is able to provide additional evidence that shows that the stated shortcomings in the application can be satisfied through the provision of further information.

Once further relevant information is provided, the appeal shall be reviewed by the MERC. If the MERC is satisfied that there may be grounds for an appeal against the decision, the reconsideration shall be conducted by an Appeal's Panel as per the institute's procedures

## ii. an appeal against the process used

If an applicant applying for professional membership and/or registration is dissatisfied with the process of the MERC, believing that the process was either unfairly applied or that Institute procedures were not followed, the applicant may appeal against the process stating the grounds for the appeal.

On receipt of an appeal against the process, the MERC shall review the case and establish whether the candidate has grounds for an appeal

Where the MERC is satisfied that grounds for an appeal exist, the appeal shall be sent for consideration by an Appeal's Panel as per the institute's procedures.

## iii. an appeal to The Engineering Council

Any member who has lost both membership and Engineering Council registration following a disciplinary process – and where The Welding Institute's own appeals process has been exhausted – may have a right to appeal to the Engineering Council. This appeal will be carried out under the relevant Engineering Council Regulation.

The right to appeal shall remain for 28 days after the applicant has been informed of the application outcome

Appeals must be made in writing to the Membership Office within 28 days of receiving the information on the application outcome.

If the Membership, Education and Registration Committee (MERC) agree that there are grounds for an appeal, the member shall pay a fee equal to the size of the current application fee. In the event of a successful appeal, this fee will be refunded

# Vision and Mission Statement

**OUR VISION** is to be the world class engineering institution for welding. Joining and allied technologies

**OUR MISSION** is to deliver globally recognised and valued qualifications and person membership services in joining and allied technologies to an expanding membership base.

## **OUR AIMS:**

- To promote professionalism and the advancement of knowledge in welding, joining and allied technologies.
- To ensure that the importance of welding, joining and allied technologies is widely understood in the engineering and lay communities; and that welding and joining professionals, who are recognised by the Institute are held in high esteem by those communities.
- To confer professional status on those who demonstrate appropriated education, training competence and commitment to professional development; and contribute to safety and unity amongst those employed in welding, joining and allied technologies.
- To achieve recognition from relevant UK, European and international organisations, in order to enable engineers and technicians to register their professional status
- To promote the activities of branches enabling members to gain benefit from local networking and technology exchange.
- To require professional and personal members to abide by a Code of Conduct
- To actively promote the transfer and exchange of technical information on welding, joining and allied technologies, through a range of events and media
- To exploit the latest developments in information and communications technology to further the aims of the Institute.
- To attract students, trainees, apprentices, graduates and experienced professionals in welding, joining and allied technologies into membership and to take part in both the national and local branch activities of the Institute
- To emphasise the importance of education and training in welding, joining and allied technologies, for both initial and continuing professional development; and to endorse education and training programmes that meet the standards set by the Institute

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