
INSTITUTE OF CHARTERED FORESTERS - CODE OF ETHICS, PROFESSIONAL VALUES AND RULES FOR PROFESSIONAL CONDUCT AND PRACTICE

28A - General

The Council shall maintain a Code of Ethics. This Code shall apply to all members of the Institute and shall be available for public inspection.

Members who are principals shall endeavour to ensure that staff, insofar as they relate to the scope of their practice, whether or not their staff are members of the Institute, are in accordance with the Professional Values and comply with the Code of Ethics and the Rules for the Professional Conduct and Practice.

(General) Charter 3(i), Bylaw 22

28B - Ethics

1. Every member shall act in accordance with the Professional Values of the Institute and will uphold the integrity of the profession.
2. Every member shall strive to increase his or her objective knowledge of forestry and trees in all their contexts and shall apply this knowledge to the benefit of society.
3. Every member shall endeavour to promote public understanding of trees and forestry and to increase the public regard for the profession.
4. Every member shall practise his or her profession with due regard to sound ecological, social, economic and environmental principles to the advantage of present and future generations.
5. Every member shall perform only those services which are within the member's competence.

(General) Charter 3(i), Bylaw 22

28C - Professional Values

The Institute expects all members to apply the following core values in determining their actions and judgements and in framing their standards of professionalism.

1. Act with integrity. Always put the interests of your clients or others to whom you have a professional responsibility above your own and respect their confidentiality. Always consider the wider interests of society when making your judgements.

2. Always be honest. Be trustworthy in all that you do – do not deliberately mislead, whether by withholding or distorting information.
3. Be open and transparent in your dealings. Share the full facts with your clients, making things as plain and intelligible as possible.
4. Be accountable for all your actions. Take full responsibility for your actions and do not blame others if things go wrong.
5. Know and act within your limitations. Be aware of the limits of your competence and do not be tempted to work beyond these. Only commit to what you can deliver.
6. Be objective at all times. Give clear and appropriate advice. Never let sentiment or your own interests cloud your judgement.
7. Always treat others with fairness and respect.
8. Set a good example. Remember that both your public and private behaviour could affect your own reputation and that of the Institute and other members.
9. Have the courage to make a stand. Be prepared to act if you suspect a risk to safety or malpractice of any sort.

(Council) Charter 3(i), Bylaw 22

28D - Rules for Professional Conduct and Practice

1. A member shall not voluntarily disclose any confidential information.
2. A member shall only act for more than one party in any transaction if all parties agree in advance in writing.
3. A member acting for a client shall inform the client in advance of any other interest the member may have in any activities undertaken on behalf of the client.
4. Without prior written agreement from a client or employer a member shall not be engaged by, nor have any interest in or accept any remuneration from, any other business or principals which may give rise to any conflict with the interests of the client or employer.
5. Where members with the same employer are acting for separate clients in the same transaction the members shall ensure that sufficient safeguards and confidentiality restrictions are put in place that will prevent any possibility of information passing.
6. A member shall not, by unfair or unprofessional means, do anything that could harm the business or prospects of a client or a fellow member, and will make clients aware of any discounts and commissions which are relevant to any works instructed.
7. Client money should be kept separate from the member's or the member's firm's money.
8. Client money should be paid as soon as reasonably practicable to either the client or into a client bank account.

9. The member's, or the member's firm's, client bank account should be in the form of a non-statutory client money trust where the bank is not entitled to combine the account or to exercise any right of set-off or counter claim against money in that account in respect of my sum owed to it on any other account of the member or the member's firm.
10. A member shall ensure that he or she provides sufficient information in an appropriate format, including financial implications, to a client in advance of undertaking activities on behalf of that client and that activities are only undertaken having confirmed appropriate instructions from that client.
11. A member shall ensure that client requests for information are dealt with promptly and transparently and that reporting to clients is at adequate and mutually acceptable intervals.
12. Members shall be adequately covered against claims for breach of duty and shall, if asked, provide a declaration of adequate provision by specific insurance or through the arrangements of their employer.
13. A member shall not undertake any activity on behalf of any client unless competent to do so.
14. A member shall be scrupulous in acknowledging the help obtained from others.
15. A member shall ensure that advertisements and other public announcements placed or made by the member are not misleading and are fair and accurate and are not such as could reasonably be seen to bring the Institute or the profession into disrepute.
16. If required, a member shall comply with and provide any information reasonably requested by the Institute as a part of its complaints and discipline procedures.