

PMI CODE OF PROFESSIONAL CONDUCT

THE CODE

Membership of the Institute is a privilege and the disciplines and standards of behaviour of every Member must uphold the reputation of the profession and the Institute. It is the responsibility of each member to ensure that they personally meet the high standards required and expected of them. Those standards are based upon basic attitudes and morality and underpin this Code.

Content

The Code comprises six principles (which are shown in italics) which Members must observe.

Those six principles are supported by amplifications (not in italics) that clarify specific requirements of the principles for some particular issues. These are not, nor are they intended to be, an exhaustive list of all situations which a Member may encounter.

Compliance

The principles and amplifications, together, form the Code and Members must comply with both the principles and the amplifications. Members must observe the spirit as much as the letter of the Code.

Where a Member is considering whether or not an action would comply with the Code and the answer is unclear, the approach must always be to ensure that it is the action that is adjusted if necessary to fall clearly within the Code, rather than to seek an interpretation of the Code which might seem to permit the action.

The Code uses the word "must" to mean a specific mandatory requirement. In contrast, the Code uses the word "should" to indicate that, while the presumption is that Members comply with the provision in question, it is recognised that there will be some circumstances in which Members are able to justify non-compliance.

Application

The principles and the standards they represent apply equally to all Members. However, their application in respect of one Member may sometimes differ from that in respect of another. This may be where it is appropriate to recognise differences between types and levels of membership and/or respective roles and responsibilities within individual Members' workplaces. For the avoidance of doubt, the principles apply to Student Members, as appropriate to their position in the workplace.

The Code applies at all times to every Member's conduct while performing their job. It also applies to a Member's conduct at other times if that conduct could reasonably be considered to reflect upon the profession and/or the Institute.

If a Member is alleged to have failed to meet the Code's standards in any aspect of their work then their behaviour may be referred to the Institute to be formally considered under the Institute's Disciplinary Regulations.

For the avoidance of doubt, nothing in this Code is intended to require a Member to act in breach of any legal requirement. In the event that a relevant legal requirement conflicts with the Code, Members must comply with that legal requirement.

Guidance

If, following careful consideration, a Member is unsure of whether a situation is or is not contrary to the letter or spirit of the Code, they may seek guidance on a confidential basis from the Chair of the Regulation Committee.

THE PRINCIPLES

Integrity

- 1.** *Members must act honestly and with integrity.*
 - i** Members must show dignity and respect to everyone and treat others fairly.
 - ii** Members should respect confidentiality.

Competence and Care

- 2.** *Members must carry out work competently and with care.*
 - i** Members must ensure they have a level of relevant knowledge and skill appropriate to their role in carrying out a piece of work.
 - ii** Each Member must continue to develop their knowledge and skills in a manner appropriate for their role and comply with the Institute's Continuing Professional Development requirements as applicable to them.
 - iii** Members must ensure that their work is appropriate to the needs and, where applicable, instructions of intended user(s).
 - iv** Members must consider whether input (including peer review) from other professionals or specialists (including colleagues) is necessary to assure the relevance and quality of work and, where necessary either seek it themselves or advise the user to do so, as appropriate.

Impartiality

- 3.** *Members must ensure that neither their professional judgment nor any other aspect of their work is compromised, and that it cannot reasonably be seen to be compromised, by bias, conflict of interest, or the undue influence of others.*
 - i** Members must take reasonable steps to ensure that they are aware of any relevant interests that might create a conflict.
 - ii** Members must disclose any constraints that could affect or appear to affect the nature or scope of their advice or other work.
 - iii** Members must not act where there is an unreconciled conflict of interest.

Compliance

- 4.** *Members must comply with all relevant legal, regulatory and professional requirements.*
 - i** Members must take reasonable steps to ensure they are not placed in a position where they are unable to comply.

- ii Members must, as soon as reasonably possible, disclose to the Institute any conviction, adverse finding, judgment or determination or disqualification that could reasonably be considered relevant to their status as a Member and/or which might otherwise adversely impact their ability to comply with any aspect of this Code.

Speaking up

5. *Members should speak up if they believe, or have reasonable cause to believe, that a course of action in which they are involved or of which they become aware is unethical or unlawful.*

- i Members should challenge any perceived non-compliance with relevant legal, regulatory and professional requirements.
- ii Members should speak up if they believe that others are being excluded or being treated unfairly.
- iii In making a challenge under i or ii above, a Member should utilise existing procedures in their workplace where possible, unless on a reasonable interpretation it would be inappropriate to do so. In the event that the utilisation of those procedures is not considered appropriate in a particular case, or that despite the procedures having been followed the matter remains without a reasonable resolution, the Member should seek guidance on a confidential basis from the Chair of the Regulation Committee. Nothing in this should be taken as restricting the duty of a Member to make a complaint to the Institute at any time under the Disciplinary Regulations, where appropriate.
- iv Where legal or regulatory requirements require, Members must report any non-compliance to relevant regulators or other authorities (including the Institute) as appropriate.

Communication

6. *Members must communicate appropriately.*

- i Members must communicate in a timely manner, clearly, and in a way that takes into account the users.
- ii Members must ensure it is clear to users that they are professionally responsible for any advice which they give or services they provide and that they can be identified as the source of the advice or services.
- iii Members must take reasonable steps to ensure that any communication for which they are responsible or in which they have a significant involvement is accurate, not misleading, and contains an appropriate level of information.
- iv Where Members identify that a user of their work has, or is reasonably likely to have, misunderstood or misrepresented the information or advice provided by them in a way which could have a material impact, Members should draw the user's attention to this.

Updated by RegCom Nov 2024