

1 Code of Ethics and Professional Conduct

1.1 Introduction

We recognise that our work affects people, society and the natural environment in various ways, both locally and globally. Project, programme and project portfolio management are growing disciplines in an increasingly globalised world. Through this growth we are presented with new challenges, both in our individual endeavours as professionals and on the whole as a profession.

We believe that by committing to acting ethically we will make our projects, programmes and project portfolios better and that this will serve to further our profession. The IPMA-SA CB Code of Ethics and Professional Conduct lays out the principles and minimum duties we hold towards our clients, teams, stakeholders, society and natural environment.

1.2 Fundamental Principles

We acknowledge that our community and the relations between professionals and their clients depend upon trust, mutual respect and the appreciation of our diversity. We welcome the fact that we, as members of this community and as professionals, work in environments that are charged with various sensitive political, cultural and moral challenges, and we believe we are best equipped to embrace those challenges by being open to and respectful of our differences.

When working with clients and other stakeholders we act with integrity, accountability and transparency. We realise that our work may present us with a variety of ethical challenges and we believe that it is through these values that we will best be able to meet them.

1.3 IPMA-SA CB Code of Ethics and Professional Conduct

We welcome the diverse origins of ethical norms - secular and religious alike – and seek to treat difference with respect. IPMA-SA CB Code of Ethics and Professional Conduct demonstrates our commitment to fundamental principles that must guide all our professional conduct and practice.

1.3.1 To Whom the Code Applies.

The IPMA Code of Ethics and Professional Conduct consists of norms that professionals and practitioners should follow. This Code is applicable to anyone working for or within IPMA-SA CB, whether in a volunteer capacity or as paid staff.

1.3.2 Our Professional Ethics.

We acknowledge that the integrity of our profession and practice is protected and sustained by our reputation.

- Whenever possible, we avoid real or perceived conflicts of interest, and disclose them to affected parties when they do exist.
- We reject all forms of bribery.
- We do not participate in work which cannot succeed without compromising the principles laid out in this code.

- We strive to maintain and improve upon our professional competences and we take on only work that we are appropriately qualified to manage.
- We are realistic and truthful in our bidding procedures and we expect the same from our business partners.
- We make reasonable forecasts and provide truthful and accurate reports.
- We make realistic contracts, honour our contractual obligations and deliver results accordingly.

1.3.3 Commitments to our Clients and Stakeholders.

We value our clients and stakeholders and are especially mindful of the duties owed to them.

- We respect confidentiality and only release and / or discuss confidential information with people who are entitled to the information.
- In our stakeholder engagement we remain conscious of the possible consequences our work may have for other interested parties and strive to minimize any negative impact.
- We are on our guard against any biases and unethical influences.
- We take reasonable precautions to protect ourselves and our teams against illegal activity and we report any criminal intent or actions to the appropriate authorities.
- We keep clients and stakeholders appropriately updated at all times.

1.3.4 Commitments to Co-workers and Employees.

- We hire people who are well-suited for our work based on their background and experience.
- When we encounter challenges deriving from social and cultural differences, we deal with them in a cultural sensitive way.
- We honour the rights of individuals within our teams to celebrate their culture and customs to the extent that it does not inappropriately undermine the morale and mission of our team.
- We do not accept any form of mental or physical punishment, including any kind of harassment or bullying.
- We do not condone any form of sexual harassment and take precautions to prevent it taking place.
- We do not discriminate on the basis of gender, ethnicity, religion, sexual orientation, age or on any other arbitrary grounds.

Approved by the Head CB

Mark Cawood