

## Code of Conduct for Assessors – University Accreditation Assessment

The Institution of Chemical Engineers recognises its obligations to set and uphold the highest standards of professionalism and to promote ethical behaviour, attitudes and judgement in providing accreditation services. This is embodied in the 'Rules of Professional Conduct and Disciplinary Regulations' of the Institution. Assessors will therefore perform their duties in a professional and ethical manner. In addition, all accreditation activities will be carried out in compliance with the following requirements set out in this Code.

Assessors on accreditation duties will:

1. Act as trusted IChemE members and behave responsibly, ethically and lawfully during assessments.
2. Declare any conflicts of interest to IChemE and all affected parties.
3. Work within their professional competence (education and experience) with due care, meeting the requirements and responsibilities of the assessor role, ensuring that the by-laws and regulations of IChemE and where relevant Engineering Council, Science Council, Society for the Environment are adhered to.
4. Ensure that accreditations are carried out, reported and documented accurately to the required quality.
5. Conduct assessments, make professional judgements and give opinions objectively, not allowing prejudice, personal interest, bias or the influence of others to affect their decision making.
6. Treat all persons involved honestly and fairly, ensuring that assessors' personal interests are not placed above the legitimate interests of the students and higher education providers.
7. Accept responsibility for making recommendations against approved accreditation criteria.
8. Disclose evidence of poor practice found during assessments that could comprise health and safety.
9. Exercise professional judgement in receiving hospitality and gifts during assessments.
10. Keep personal data and information relating to accreditation decisions confidential unless authorised by IChemE or required by law.
11. Ensure fellow assessors follow this code of conduct and report 'alleged' misconduct and support a fair adjudication process.

For the sake of its members, IChemE endeavours to maintain its professional reputation at all times and complaints can be made to IChemE if it is alleged that a member has breached this Code. Such complaints will be taken to the Education and Accreditation Forum (EAF) for consideration and possible action.