

Code of conduct

This Code sets out the professional standards required by IPP as a condition of membership.

The Code of Conduct applies to all categories of members and to all aspects of the performance of their work. The Institute's Code establishes a code of ethical practice; contains guidance on a range of moral and ethical matters as they affect members and relates to professional conduct. The Code's requirements demonstrate the Institute's commitment to upholding and enhancing the good standing of the profession.

The Purpose of the Institute

The purpose of the Institute is to act as an independent professional body representing and supporting the individuals in parking and traffic management sectors throughout the United Kingdom.

Fundamental Principle

Members of the Institute shall in all cases act in accordance with the high standards appropriate to a professional body and shall not act to the detriment of the Institute, its members, the BPA or the profession or bring these into disrepute. In particular, members shall refrain from public attacks on the competence, reputation and honour of other members of the Institute, the BPA or of a professional body of equivalent standing.

Definitions

Except where the context requires otherwise, in this Code:

- **Institute** means the Institute of Parking Professionals
- **Member** means any person admitted to membership of the Institute, regardless of category.
- **Words** importing the masculine shall include the feminine and vice versa.
- **Code** means the "Code of Conduct".
- **Relevant Authority** is used within this document to identify the person or organisation which has authority for the activity of a member. For a practicing professional, this is normally an employer or client. If a student, this is normally an academic institution.

Introduction

1. This Code applies to members of all grades of members of the IPP.
2. The Code governs personal conduct as an individual member of IPP and not the nature of business or ethics of the relevant authority. It will, therefore, be a matter of a member exercising personal judgment in meeting the Code's requirements.
3. Any breach of the Code brought to the attention of the IPP will be considered under IPP disciplinary procedures. A member should also ensure that the IPP is notified of any significant violation of this Code by another member of the IPP member.

Duty to the Profession

4. A member shall uphold the reputation and good standing of the IPP in particular, and the profession in general, and shall seek to improve professional standards through participation in their development, use and enforcement.
5. A member of IPP also has a wider responsibility to promote public understanding of parking - its benefits and requirements - and, whenever practical, to counter misinformation that brings or could bring the profession into disrepute.
6. A member should encourage and support fellow members in their professional development and, where possible, provide opportunities for the professional development of new members, particularly student members. Enlightened mutual assistance between IPP professionals furthers the reputation of the profession, and assists individual members.
7. A member shall act with integrity in relationships with all members of the IPP and the BPA and with members of other professions with whom the member works in a professional capacity.

8. A member shall have due regard for the possible consequences of statements on others.
9. A member issuing or giving advice in the course of their work shall hold appropriate Professional Indemnity insurance.
10. A member shall not purport to represent IPP unless authorised to do so.
11. The offering of an opinion in public, holding oneself out to be an expert in the subject in question, is a major personal responsibility and should not be undertaken lightly.
12. To give an opinion that subsequently proves ill founded is a disservice to the profession, and to the IPP.
13. A member shall notify the IPP if convicted of a criminal offence or upon becoming bankrupt or as appropriate disqualified as Company Director.

Professional Competence and Integrity

14. A member shall seek to upgrade their professional knowledge and skill, and shall maintain awareness of technological developments, procedures and standards which are relevant to their field, and encourage subordinates to do likewise.
15. A member will work diligently to develop and maintain a satisfactory level of relevant and current professional knowledge.
16. A member will ensure that their staff are adequately trained and skilled to undertake their responsibilities in recruitment practice.
17. A member shall not claim any level of competence that they do not possess. A member shall only offer to do work or provide a service that is within their professional competence.

18. A member shall observe the relevant IPP "Codes of Practice" and all other standards which, in the member's judgment, are relevant, and the member shall encourage colleagues to do likewise.
19. A member shall accept professional responsibility for their work and for the work of colleagues who are defined in a given context as working under the member's supervision.

The Public Interest

20. A member shall carry out work or study with due care and diligence in accordance with the relevant authority's requirements, and the interests of parking users. If the member's professional judgment is overruled, the member shall indicate the likely risks and consequences. The issue here is one familiar to all professionals in whatever field, that of the potential conflict between full and committed compliance with the relevant authority's wishes, and the independent and considered exercise of professional judgment. If the member's judgment is overruled, the member should seek advice and guidance from a peer or colleague or a member of the Institute on how best to respond.
21. A member in their professional role shall have regard for the public health, safety and environment. This is a general responsibility, which may be governed by legislation, convention or protocol. If in doubt over the appropriate course of action to take in particular circumstances a member should seek the counsel of a peer or colleague.

22. A member shall have regard to the legitimate rights of third parties.
23. The term 'third Party' includes professional colleagues, or possibly competitors, or members of 'the public' who might be affected by the management of parking without them being directly aware of its existence.
24. A member shall ensure that within their professional field/s, they have knowledge and understanding of relevant legislation, regulations and standards, and that they comply with such requirements.
25. A member shall conduct professional activities without discrimination against clients or colleagues.
26. Grounds of discrimination include for example but not exclusively: race, colour, ethnic origin, sexual orientation and religion.
27. All colleagues and the public have a right to be treated with dignity and respect.
28. A member should adhere to relevant law within the jurisdiction where they are working and, if appropriate, the European Convention on Human Rights.
29. A member is encouraged to promote equal access to the benefits of the IPP by all groups in society, and to avoid and reduce 'social exclusion' from the IPP wherever opportunities arise.
30. A member shall reject any offer of bribery or inducement.

Duty to Relevant Authority

31. A member shall seek to avoid any situation that may give rise to a conflict of interest between the member and the relevant authority. The member shall make full and immediate disclosure to them if any conflict is likely to occur or be seen by a third party as likely to occur.
32. A member must observe the highest principles of integrity, professionalism, equity and fair practice to maintain the confidentiality and privacy of candidate and client information and should respect the confidentiality of records in accordance with the law and good business practice.
33. A member shall not disclose or authorise to be disclosed, or use for personal gain or to benefit a third party, confidential information except with the permission of the relevant authority, or at the direction of a court of law.
34. A member shall not misrepresent or withhold information on the performance of their work, or take advantage of the lack of relevant knowledge or inexperience of others.



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The Institute of Parking Professionals is an initiative of the British Parking Association



BRITISH PARKING ASSOCIATION