

## CODE OF PROFESSIONAL CONDUCT

The code of professional conduct sets out the elements of professional standards and ethical considerations, which the Institute requires from members and shall be binding on all members of the Institute.

### Members shall

1. Conduct themselves at all times in a manner befitting a profession of facilities management and in no circumstances engage in any act or behavior that could bring IWFM or the Workplace and FM profession into disrepute.
2. Conduct themselves ethically and with values consistent with those of the IWFM
3. At all times act honestly in their professional dealings with employers customers and clients.
4. Keep abreast of current practice, knowledge and techniques and act competently and diligently in their professional dealings.
5. Be expected to maintain a level of Continuing Professional Development [CPD]
6. Promote and protect the interests of the Institute, including encouraging suitable candidates to apply for membership of IWFM.
7. Have due regard to the effects of their work on the ecology and environment.
8. Safeguard all confidential, commercially sensitive and all data acquired as a result of their professional dealings and not use it for personal advantage or the benefit or detriment of third parties.

### Members shall not

9. Hold themselves out as being in a category of membership to which they are not entitled or as having IWFM endorsement or support unless this has been obtained, in writing, from IWFM.
10. Use any unfair or unprofessional practice to injure the business, reputation or interest of any other member of IWFM or its staff members.

Knowingly cause or permit any other member of IWFM to be in substantial breach of this code.

# IWFM Code of Professional Conduct

## Contact us

Any queries about the contents of the policy please contact:

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