

TEST ENGINEERING SOCIETY

TES RULES OF CONDUCT

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Rules of Conduct

Introduction

The TES is committed to promoting and upholding ethical behavior in the practice of science, engineering, and technology by all stakeholders. This commitment is aimed at increasing public trust and confidence in the positive contribution to society made by science, engineering, and technology. Members of the TES bear personal and professional responsibility for their decisions and actions.

Through its Knowledge Network and Rules of Conduct, the TES provides guidance and information sources to support members in making ethical decisions and acting accordingly, in line with the values of the institution.

Commitment to a shared code of conduct is an essential characteristic of a profession. The TES Rules of Conduct are designed to guide members to meet the standard of professional conduct as specified in the Articles of Association, and to act in a way that reflects the values of the institution.

The Rules of Conduct also aim to support members in balancing the often-conflicting interests and demands of employers, society, and the environment. The TES aspires to promote the highest standards of conduct, and therefore, its Rules are consistent with principles widely accepted amongst leading engineering bodies worldwide.

All members of the TES must agree to abide by the Rules of Conduct upon joining. Members reaffirm their commitment to the Rules through the annual renewal of their membership. The Rules of Conduct are defined by members for members and are regularly reviewed to ensure they remain relevant. Any suggestion that a member's conduct has contravened the Rules is reviewed under the Institution's investigation and disciplinary procedures.

Extract from the Articles of Association

24.—(1) Members of any category of membership shall at all times uphold the dignity and reputation of their profession, act with fairness and integrity towards everyone with whom their work is connected, and towards other members, and safeguard the public interest in matters of health, safety, the environment, and otherwise.

(2) Members of any category of membership shall, in addition, exercise their professional skill and judgement to the best of their ability and discharge their professional responsibilities with integrity. They shall encourage the vocational progress of those in their professional charge.

Rules of conduct

1. These rules have been made in accordance with the TES Articles of Association 24. Unless a contrary intention appears, "member" means a member of any category; and "employer" includes "client". Except where inconsistent with the context, words implying

the singular shall include the plural, and vice versa, and references to one gender shall include references to each other gender.

2. Members of the TES shall observe the provisions of the current [Statement of Ethical Principles](#) published by the Engineering Council and the Royal Academy of Engineering.
3. Members of the TES shall uphold the reputation and standing of the Society by following its values and acting in a manner that reflects positively on the institution.
4. Members of the TES shall observe the provisions of the Society's Articles of Association, and any supporting regulations or rules.
5. Members of the TES shall keep their knowledge and skills up-to-date through planned professional development and seek to broaden and deepen that knowledge throughout their working life. Members of the TES shall keep adequate records of professional development undertaken. Members of the TES shall also encourage persons working under their supervision to do the same.
6. Members of the TES shall not undertake professional tasks and responsibilities that they are not reasonably competent to discharge.
7. Members of the TES shall accept personal responsibility for all work done by them or under their supervision or direction. Members of the TES shall also take all reasonable steps to ensure that persons working under their authority are both suitably equipped and competent to carry out the tasks assigned to them.
8. Members of the TES shall assess all relevant liability for work done by them or under their supervision, and if appropriate, hold professional indemnity insurance.
9. Members of the TES whose professional advice is not accepted shall take all reasonable steps
 - a. to ensure that the person overruling or neglecting that advice is aware of any danger or loss which may ensue
 - b. in appropriate cases, they shall inform that person's employers of the potential risks involved and;
10. Members of the TES are expected to report to their employers any suspected wrongdoing or dangers they identify in connection with their professional activities. This includes:
 - a. any breach of professional obligations and;
 - b. bribery, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment, and any breach of legal obligations, including any act of discrimination (in accordance with the Equality Act 2010).

11. Members of the TES shall support colleagues or others to whom they owe a duty of care, who in good faith raise any concern about a danger, risk, malpractice, or wrongdoing that affects others.
12. Members of the TES shall neither advertise nor write articles (in any medium) for publication in any manner that is derogatory to the Institution or to the dignity of their profession. Neither shall they authorize any such advertisement or article to be written or published by others.
13. Members of the TES shall not recklessly or maliciously injure or attempt to injure, whether directly or indirectly, the professional reputation, prospects, or business of any other person.
14. Members of the TES shall at all times take all reasonable care to limit any danger of death, injury, or ill-health to any person that may result from their work and the products of their work.
15. Members of the TES shall take all reasonable steps to avoid waste of natural resources, damage to the environment, and damage or destruction of man-made products. Lawful work undertaken by members of the TES in connection with equipment intended for the defense of a nation will not infringe this Rule 15 or Rule 14.
16. Members of the TES convicted of a criminal offense or in receipt of an adverse civil court judgment related to any aspect of these Rules of Conduct anywhere in the world are required to inform the Institution promptly and to provide such information concerning the conviction or judgment as the Institution may require. However, this rule does not apply to either a conviction for a motoring offense for which no term of imprisonment (either immediate or suspended) is imposed or an offense that is regarded as “spent” within the meaning of the UK Rehabilitation of Offenders Act 1974 or equivalent legislation elsewhere.
17. Members of the TES who have:
 - a. been declared bankrupt, disqualified as a company director or charity trustee (or any analogous sanction anywhere in the world), or;
 - b. had membership of another professional body terminated as the result of a disciplinary procedure are required to inform the Institution promptly and to provide such information concerning the matter as the Institution may require.
18. If a member of the TES becomes aware of any significant violation of these Rules of Conduct by another member, they shall promptly inform the Institution.
19. Members of the TES shall not use designatory letters to which they are not entitled. Members can state that they are a member of the TES, but members shall not use the TES logo, brand images, or the designatory letters in a business capacity or which implies that they are acting on behalf of, or with the authority of, the Society, except when conducting Society business in the capacity of an honorary officer. Members who are given a “Test Society” email account shall only use it for the purpose for which it is given.

20. Members of the TES who are not registered through the Institution as a Chartered Engineer, Incorporated Engineer, or Engineering Technician shall not use their entitlement to the suffix TMTES, MTES, or FTES to imply that they are so registered.
21. Members of the TES shall exemplify professional behavior generally and specifically in their relationships with the Society, its employees, and their fellow members.
22. Members of the TES shall be mindful of their obligation to exemplify professional behavior in relation to any content that they publish in the public domain, including without limitation articles, blogs, and all social media.
23. Members of the TES who are called upon to give an opinion in their professional capacity shall, to the best of their ability, give an opinion that is objective and based upon the best available knowledge and information, and shall state clearly any limitations or qualifications to such opinion.
24. Members of the TES shall actively promote public awareness and understanding of the impact and benefits of test engineering and related achievements.
25. Members of the TES shall not make any public statement in their professional capacity without ensuring that:
 - a. they are qualified to make such a statement; and
 - b. any association that they may have with any party who may benefit from the statement is known to the person or persons to whom it is directed.
26. Members of the TES standing as candidates for election to any board or committee of the Institution shall not undertake, or permit to be undertaken on their behalf, organized canvassing by means of circulars or otherwise.
27. Members of the TES shall inform their employer in writing of any conflict or potential conflict that may exist or arise between their personal interests and the interests of their employer.
28. Members of the TES shall not, without proper authority, disclose any confidential information concerning the business of their employer or any past employer.
29. Members of the TES shall not, without their employer's consent, accept any payment or benefit in money or money's worth from any person other than their employer in connection with professional services rendered to their employer. Neither shall they receive, directly or indirectly, any such payment or benefit in respect of any article or process used in or for the purpose of the work in respect of which they are employed without such consent.
30. Members of the TES shall not offer improper inducement to secure work as independent advisers or consultants, either directly or through an agent. Neither shall they improperly pay any person, whether by commission or otherwise, for the introduction of such work.

31. Members of the TES acting as independent advisers or consultants shall not be the medium of payment made on their employer's behalf unless so requested by their employer. Neither shall they place contracts or orders in connection with work on which they are employed, except with the authority of and on behalf of their employer.
32. Members of the TES shall cooperate with the procedure laid down in the Disciplinary Regulations from time to time, including without limitation any investigation conducted under the Disciplinary Regulations.
33. Members of the TES agree that the Society may pursue the disciplinary process under the Disciplinary Regulations in connection with any complaint against them received by the Institution while they are a member, notwithstanding that their membership subsequently comes to an end, however that occurs (e.g., it lapses or they seek to resign).
34. If any element of these Rules of Conduct conflicts with local laws where a member of the TES is situated, such member shall comply with these Rules of Conduct to the maximum extent possible without breaching such laws.