

The IPED Codes of Practice

The foreword

For the benefit of high professional standards, and to maintain integrity and diligence among persons engaged in the provision of educational services, the Governing Body of the Institute for Professional and Executive Development (IPED), UK has decided on the following in accordance with the organization's charter to monitor and regulate the activities and operations of its professionals and members.

Furthermore, IPED requires its professionals and members to recognise their responsibilities to existing and prospective clients (centres and learners), employers, colleagues and stakeholders. Professionals operating under any provisions made by IPED, whether permanent or temporary, in land or overseas, owe IPED a duty to act within the law, to abide by all rules and regulations prescribed by IPED. These rules and regulations ultimately seek to ensure that quality services are delivered to the society in the highest professional manner, whilst maintaining sustainability of our service provision and environmental friendliness.

Any professional or member of the organization who is considered to have acted in breach of our rules and regulations will be subjected to disciplinary action as set out by IPED's Governing Body.

Finally, every professional and member (of IPED) should act as a true ambassador of the organization and refrain from action(s) that may bring his/her position or membership of IPED into question.

The Codes of Practice

1. A member or professional of IPED shall conduct himself/herself with integrity and act diligently in all aspects pertaining to the activities and operations of the organization.
2. A member or professional shall not act in such a way that will knowingly or unknowingly discredit locally or internationally the services offered by IPED, its partners and/or clients.
3. A member or professional shall not act in an unfair or unprofessional manner that may be to the detriment of IPED, its interests and reputation.
4. A member or professional shall not act in an unprofessional manner that may negatively affect the interest or reputation of a fellow member or professional of the organization (IPED).
5. All members and professionals shall respect and abide by the Data Protection Act within the UK and respective Data Protection legislation overseas.
6. A member or professional shall confidentially process and retain information, as only necessary, with the prior consent of the respective individual(s) or company(s), to whom the information relates, for the purpose(s) of providing a professional service in line with the IPED's guidelines.
7. A member or professional shall never use any of such information obtained (in 6 above) for personal purposes what so ever.
8. A member or professional shall not promote or seek to obtain business and business opportunities in a manner that is deemed unprofessional or unethical.
9. A member shall not knowingly or recklessly disseminate any false or misleading information about IPED, its partners and/or clients, either on his/her (own) behalf or on behalf of any other person(s) or organization(s).
10. A member or professional shall at all times act honestly and diligently in his dealings with clients, colleagues, employers and stakeholders.
11. A member or professional shall always keep himself updated with changes in IPED's policies, rules and regulations and always demonstrate competency in any respective field of operation.
12. A member or professional shall not discriminate nor act in such a way that depicts discrimination against another member or professional of the organization or the public. IPED does not tolerate any form of discrimination. Any person in breach of this will be subjected to disciplinary action and the relevant laws of the land.
13. Members and professionals of IPED must engage themselves in activities that promote the provision of sustainable quality services.

14. A member or professional shall share with IPED its vision and help attain its short, medium and long term goals.
15. Any organization working with, or for IPED, shall at all times ensure that the provisions of IPED's rules and regulations are brought to the full attention of its employees and contractors, and they as such, fully comply with them therefore.
16. A member or professional who knowingly or recklessly causes or allows any other person or organization to be in breach of our rules and regulations or who is party to such a breach shall himself/herself be guilty of such breach.
17. A member or professional shall owe IPED an obligation to notify us (IPED) of any organization or person who is in breach of these codes of practice. Failure to do so knowingly is in itself a breach of the codes of practice.