

SCHEDULE 2 CODE OF ETHICS FOR ERGONOMISTS

Preamble

By adhering to this Code of Ethics, members of the Canadian College for the Certification of Professional Ergonomists (CCCPE) and the Association of Canadian Ergonomists (ACE) will have common standards for practice that will not only set them apart but will also serve as an invaluable tool to guide them through situations they occasionally have to confront regarding complex professional conduct issues.

All certified professional ergonomists who are members of the CCCPE shall abide by the Code of Ethics. Adherence to this Code is also recommended for all ACE members.

To preserve the integrity of the members, a flexible and effective disciplinary process has been provided for in the Code.

In order to benefit potential clients, the Code and the members' directory shall be regularly updated and published.

1. Definitions

In this Code, the terms indicated below mean:

Ergonomist: an ergonomist or associate ergonomist who is a member of the Canadian College for the Certification of Professional Ergonomists (CCCPE) or of the Association of Canadian Ergonomists (ACE) who adheres to this Code on a mandatory (CCCPE) or voluntary (ACE) basis.

2. Professional Responsibilities

2.1 Confidentiality and professional secrecy

2.1.1 An ergonomist shall ensure secrecy of all confidential information gathered while exercising his or her profession.

2.1.2 An ergonomist shall disclose proprietary information only with permission from his or her client or when ordered to do so by law.

2.1.3 An ergonomist shall not use confidential information to harm a client or to gain direct or indirect benefits for himself or herself, or for others.

2.1.4 An ergonomist shall not, without explicit agreement from the concerned individuals, communicate or use personal information obtained during a study conducted confidentially, for means other than the ones initially stipulated. Personal information includes: information on the individual's state of health, photos and video recordings of the individual at work and information gathered during an interview.

2.2 Record keeping

2.2.1 Data collected during an investigation must be kept for at least two years.

2.2.2 Expert reports and relevant correspondence must be kept for at least four years.

2.3 Integrity

An ergonomist must fulfil his or her professional responsibilities in all honesty. He or she must particularly:

- 2.3.1 be objective and impartial when intervening in relationships between his or her client(s) and another party;
- 2.3.2 respect the facts, express an opinion based on honest beliefs and behave in such a manner as to maintain both integrity and the appearance of integrity;
- 2.3.3 inform the client(s) of the limitations of his or her (the ergonomist's) qualifications and the outcome;
- 2.3.4 immediately inform the client(s), by appropriate means, of any error he or she (the ergonomist) might have made.

2.4 Conflicts of interest

- 2.4.1 An ergonomist shall at all times avoid any situation where a conflict of interest or a potential conflict of interest may arise. There is a conflict of interest when the interests are such that the ergonomist's loyalty towards the client(s) might be affected.
- 2.4.2 An ergonomist shall notify the client(s) in the event of a conflict of interest or a potential conflict of interest as soon as he or she becomes aware of the situation; the ergonomist shall need to obtain permission to continue the project.
- 2.4.3 An ergonomist shall act in the general interest of the client(s) in carrying out all work. An ergonomist shall avoid situations where there is a conflict of interest or shall provide full disclosure of those conflicts to all potentially affected parties. An ergonomist shall not carry out work on the same project for two or more clients who have competing interests. An example of such a situation would be where the ergonomist is doing work for a union and the union's company seeks from the ergonomist information related to the issue under study.

3. Responsibilities and Obligations toward the Public

3.1 General obligation

An ergonomist shall act with honesty, integrity and impartiality and show competence at all times in his or her work.

3.2 Publicity

An ergonomist may present his or her competence and expertise in any advertisement or presentation. However, no ergonomist can:

- claim skills he or she does not have;
- produce or place a misleading advertisement;
- act to the detriment of his or her colleagues.

4. Responsibilities and Obligations toward the Profession

- 4.1 An ergonomist shall always seek to increase his or her competence.
- 4.2 An ergonomist shall contribute to the development of the profession as much as possible e.g.
- by sharing his or her knowledge and experience with other colleagues,
 - by providing training and mentorship in ergonomics,
 - by contributing to his or her professional associations such as CCCPE and ACE.

5. Responsibilities and Obligations toward Clients

- 5.1 Subject to his or her responsibilities and obligations to others, an ergonomist shall act in the interest of the client(s) and within the limits of his or her contract.
- 5.2 An ergonomist shall provide to the client(s) clear information as to the services to be provided.

6. Responsibilities and Obligations toward Colleagues

- 6.1 Where an ergonomist is faced with professional misconduct on the part of a colleague, he or she shall attempt to resolve the issue directly with the interested party. If the issue cannot be resolved by discussion between the two, he or she shall submit the issue to the President of the CCCPE or ACE.
- 6.2 Where there is a difference of opinion, an ergonomist shall avoid undermining a colleague's reputation.

7. Discipline

- 7.1 An ergonomist shall respect this Code. Adherence to the Code in writing is mandatory for all certified professional ergonomists who are members of the CCCPE. Adherence to the Code is recommended for all ACE members.
- 7.2 The CCCPE and ACE shall see to the proper communication and training of their members regarding professional conduct. They shall notify their members of the stipulated procedures for penalizing violations of the Code, including permanent striking of the member from the roll.
- 7.3 An ergonomist shall see to it that individuals working under his or her supervision are familiar with the Code and respect it.

8. Disciplinary Process

- 8.1 Any complaint against a CCCPE member or ACE member shall be submitted to the President of their organization. If the ergonomist is a member of both organizations, the complaint will be submitted to the CCCPE President.
- 8.2 When the CCCPE or ACE President receives a complaint that he or she judges to be of sufficient gravity, he or she will attempt to settle the dispute in an amicable way. In case of failure, the President will form a temporary disciplinary committee consisting of the President and two other members of the President's organization. This committee will be responsible to summon and hear the parties, judge whether the complaint is well founded and make recommendations to the CCCPE or ACE Board, as the case may be.

- 8.3 The disciplinary committee remains in control of the evidence and the procedure regarding any complaint received. The decisions are made by majority rule. Members of the committee shall maintain their duties until their decision has been rendered and their recommendations have been made to the Board.
- 8.4 The CCCPE or ACE Board, as the case may be, will make a decision, by vote of a simple majority during one of its meetings, further to the recommendations of the disciplinary committee. The decision will be incorporated in the Minutes of the meeting and the President will forward the decision and the reasons for it, in writing, to the member.
- 8.5 The actions taken against a guilty member can go from a reprimand to permanent striking from the membership roll. This can also result in lost certification. In case of lost membership or certification, no fees will be reimbursed.