

CODE OF ETHICS FOR ERGONOMISTS:

PREAMBLE

By adhering to this Code of Ethics, (hereto referred to as “the Code”), members of the Canadian College for the Certification of Professional Ergonomists (CCCPE) will have 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 Canadian Certified Professional Ergonomists (CCPE) and Associate Ergonomists (AE) shall abide by the CCCPE's Code of Ethics.

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:

CCPE: The designation awarded by the College to an Ergonomist who has met the required educational and professional competencies. The designation is that of “Canadian Certified Professional Ergonomist”.

AE: The designation awarded by the College to an Ergonomist who has met the required educational hours however has not yet attained the required professional competencies. The designation is that of “Associate Ergonomist”.

Ergonomist: A CCPE or AE who is a member in good standing of the Canadian College for the Certification of Professional Ergonomists (CCCPE), and adheres to this Code on a mandatory basis.

The Board: The Board of Directors of the College for the Certification of Canadian Professional Ergonomists.

2. PROFESSIONAL RESPONSIBILITIES

2.1 Confidentiality and professional secrecy

2.1.1 An Ergonomist shall maintain confidentiality with respect to all client-specific 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

Record keeping procedures shall be in accordance with the current “record keeping” policy and procedures of the CCCPE.

2.3 Integrity

An Ergonomist shall fulfil his or her professional responsibilities with integrity and honesty. In particular, he or she shall:

- 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; and
- 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 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 demonstrate 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;

- claim to provide courses, workshops etc. that offer “certification” in ergonomics independent of the CCCPE certification process; or
- make statements that are to the detriment of his or her colleagues.

4. RESPONSIBILITIES AND OBLIGATIONS TOWARD THE PROFESSION

4.1 Competence

An Ergonomist shall always seek to increase his or her competence.

4.2 Development of profession

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 colleagues,
- by providing training and mentorship in ergonomics/human factors,
- by contributing to his or her professional associations.

4.3 Disclosure of sanctions

An Ergonomist is required to disclose to the Board:

- any sanctions placed upon them by other professional associations or regulators related to the practice of ergonomics,
- any criminal convictions related to the practice of the profession.

4.4 Loyalty to the Association and the College

An Ergonomist shall be loyal to the Association and the College and shall not engage in activity which either harms or impedes the work of the Association or the College, or has the potential to harm or impede the work of the Association.

This includes when he or she is:

- acting on behalf of the Association or the College; or
- acting as a member of the Association or the College.

4.5

4.5.1 An Ergonomist acting as a member of the Board of the Association, the Board of the College or on behalf of the Association or College 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 Ergonomist's own financial interests are such that the Ergonomist's loyalty towards the Association or College might be affected.

4.5.2 An Ergonomist referred to in subsection 4.5.1 who has a conflict of interest or a potential one shall immediately disclose it to the Association or the Board and refrain from participating in any voting or decisions with respect to the area in which he or she has a conflict.

5. RESPONSIBILITIES AND OBLIGATIONS TOWARD CLIENTS

5.1 Interest of the client

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 Informing the client

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 Observation of professional misconduct

Where an Ergonomist observes 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. (Refer to the CCCPE "Disciplinary Procedure".)

6.2 Undermining a colleague

Where there is a difference of opinion, an Ergonomist shall avoid undermining a colleague's reputation. (Refer to Section 2.3 Integrity)

Where there is a difference of opinion provided in expert witness testimony or assessment of work of a colleague, that difference of opinion must be supported by objective facts or otherwise expressly identified as personal opinion that addresses the underlining issues and not the professional competence of the colleague.

7. DISCIPLINE

7.1 Respect of the Code

An Ergonomist shall respect this Code. Agreement to adhere to the Code in writing is mandatory for all members of the College (CCPE and AE).

7.2 Communication of the Code

The CCCPE shall notify members of the Disciplinary Procedure, this Code of Ethics and the consequences for failing to comply including the revocation of his or her designation.

7.3 Responsibility to subordinates

An Ergonomist shall see to it that individuals working under his or her supervision in an ergonomics-related capacity are familiar with the Code and respect it.

7.4. Disciplinary process

The disciplinary process shall conform to Schedule 3 of the CCCPE Constitution, "Disciplinary Procedure".