

## Code of Conduct

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### 1 Introduction

The SAIMC has found it necessary to implement a Code of Conduct in line with that of the Engineering EXCO of South Africa to provide rules of behavior that is acceptable for the SAIMC, its members and is fitting to the status of the automation, instrumentation mechatronics and control industry.

The SAIMC recognizes that the activities of the Society are for the net benefit of the South African community over and above the interests of any individual, SAIMC member or company.

### 2 Purpose

The purpose of this Code of Conduct is to ensure that guidelines are available to our members regarding the conduct that is acceptable to the SAIMC. Due to the nature of our business, people from competing suppliers and users come together at Technical evenings and other functions and it is important that guidelines are put in place to prevent non – compliant behavior in any form taking place.

The SAIMC's main goals are lobbying within the industry, development of technical standards, research and the development of the people within our industry making our members and their employers successful in business.

Often companies request confirmation that a person is a member of the SAIMC. When this happens, it is important that the company understands what can be expected from such a member. The SAIMC will not tolerate members pretending to have the skills, knowledge and expertise they do not actually have. Although it is difficult for the SAIMC to police this, companies can rest assured in the fact that if this type of misbehavior comes to our attention, the SAIMC will take the necessary actions to deal with the matter.

To facilitate the requests for access to records of the company as provided for in the Act No. 2 Of 2000, Promotion Of Access To Information Act, the SAIMC has created a PAIA Manual which may be accessed at <https://www.saimc.co.za/governance>.

### 3 Rules of Conduct: Ethics

Members of the SAIMC in fulfilling the objectives contemplated in clause 1 above must comply with the following rules:

## 3.1 Integrity

Members of the SAIMC:

- (a) Must discharge their duties to their employers, clients, associates and the public with integrity, fidelity and honesty;
- (b) Must not undertake work under conditions or terms that would compromise their ability to carry out their responsibilities in accordance with acceptable professional standards;
- (c) Must not engage in any act of dishonesty, corruption or bribery;
- (d) Must avoid any perceived, real or potential conflict of interest;
- (e) May neither personally nor through any other person, improperly seek to obtain work, or by way of commission or otherwise, make or offer to make payment to a client or prospective client for obtaining such work;
- (f) Must notify EXCO immediately if they become aware of a violation of these Rules by any other member of the SAIMC
- (g) Shall uphold the principles of a consensus – based approach through openness, transparency, balance and respect for each member in alignment with internationally recognized principles of consensus.
- (h) Shall adhere to the laws of South Africa, in particular Act No. 2 Of 2000, Promotion Of Access To Information Act.
- (i) Gifts received or given must conform to the following rules:
  - a. In a form other than money
  - b. Nominal in value. A guide would be less than R300.
  - c. Customary in type and value
  - d. Made at the appropriate time and in appropriate circumstances
  - e. Given openly rather than secretly
  - f. Accurately recorded in books and records
  - g. The gift will not create the impression that an improper business advantage could be secured
  - h. A gift to or from the same company / person does not exceed twice per year.

## 4 Dignity of the Profession

Members of the SAIMC: -

- (a) Must order their conduct so as to uphold the dignity, standing and reputation of the profession;
- (b) May not, whether practicing their profession or otherwise, knowingly injure the professional reputation or business of any other member of the SAIMC;
- (c) May not advertise their professional services in a self-laudatory manner that is derogatory to the dignity of the profession

I, ....., acknowledge the responsibility to be a member of the SAIMC. I agree to adhere to this Code of Conduct to support the productive participation by all members in the execution of the SAIMC Business Plan as updated from time to time.