

Code of Conduct

1 Introduction

The SAIMC has deemed it essential to establish a Code of Conduct aligned with the standards set by the Engineering Council of South Africa. This Code serves to outline acceptable behavior for the SAIMC, its members, and all parties interacting with the SAIMC, reflecting the esteemed status of the automation, instrumentation, mechatronics, and computer engineering industry.

The SAIMC acknowledges that the Society's activities are intended to benefit the South African community as a whole, surpassing the interests of any individual, SAIMC member, or company.

2 Goal of the SAIMC

The SAIMC aspires to be the reliable industry partner by supporting engineering professionals, enhancing standards, and fortifying the talent pipeline essential to South Africa's industrial success. Through Continuing Professional Development (CPD)-accredited programs, technical communities, and thought leadership initiatives, we endeavor to stay pertinent to your evolving business and workforce requirements.

3 Purpose of the Code of Conduct

By engaging in any transactions or interactions with the SAIMC, you acknowledge and agree to comply with the SAIMC's Code of Conduct. This agreement ensures that all parties maintain the highest standards of professionalism and integrity in their dealings with the organization.

4 SAIMC Events

The objective of this Code of Conduct is to provide clear guidelines to all entities engaging with the SAIMC concerning the conduct deemed acceptable by the organization. Given the nature of our operations, where individuals from competing suppliers and users convene at technical evenings and other events, it is imperative to establish guidelines to prevent any form of non-compliant behavior.

5 SAIMC Members

Companies frequently seek confirmation of an individual's membership with the SAIMC. In such instances, it is crucial for the company to comprehend the standards expected of a member. The SAIMC maintains a strict policy against members misrepresenting their skills, knowledge, or expertise. Although continuous monitoring is difficult for the SAIMC,

any reported misconduct will be addressed appropriately.

5.1 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 imply an improper business advantage.
 - h. A gift to or from the same company / person does not exceed twice per year.

5.2 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.

6 PAIA Manual

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>.