

neering profession by:

- (i) using their knowledge and skill for the enhancement of human welfare;
- (ii) being honest and impartial, and serving with fidelity the public, their employers and clients;
- (iii) striving to increase the competence and prestige of the engineering profession; and
- (iv) supporting the professional and technical societies of their disciplines.

## THE FUNDAMENTAL CANONS

1. Engineers shall hold paramount the safety, health and welfare of the public in the performance of their professional duties
2. Engineers shall perform services only in the areas of their competence
3. Engineers shall issue public statements only in an objective and truthful manner
4. Engineers shall act in professional matters for each employer or client as faithful agents or trustees, and shall avoid conflicts of interest
5. Engineers shall build their professional reputation on the merit of their services and shall not compete unfairly with others.
6. Engineers shall act in such a manner as to uphold and enhance the honor, integrity and dignity of the profession.
7. Engineers shall continue their professional development throughout their careers and shall provide opportunities for the professional development of those engineers under their supervision.

345 East 47th Street New York, NY 10017

\*Formerly Engineers' Council for Professional Development. (Approved by the ECPD Board of Directors, October 5, 1977)

### Accreditation Board for Engineering and Technology\*

#### SUGGESTED

#### GUIDELINES FOR USE WITH

#### THE FUNDAMENTAL CANONS OF ETHICS more important than anything else;

1. Engineers shall hold paramount the safety, health and welfare of the public in the performance of their professional duties.
  - (a) Engineers shall recognize that the lives, safety, health and welfare of the general public are dependent upon engineering judgments, decisions and practices incorporated into structures, machines, products, processes and devices
  - (b) Engineers shall not approve nor seal plans and/or specifications that are not of a design safe to the public health and welfare and in conformity with accepted engineering standards.
  - (c) Should the Engineers' professional judgment be overruled under circumstances where the safety, health, and welfare of the public are endangered the Engineers shall inform their clients or employers of the possible consequences and notify other proper authority of the situation, as may be appropriate.
    1. Engineers shall do whatever possible to provide published standards test codes and quality control procedures that will enable the public to understand the degree of safety or life expectancy associated with the use of the design, products and systems for which they are responsible.



2. Engineers will conduct reviews of the safety and reliability of the design, products or systems for which they are responsible before giving their approval to the plans for the design.
3. Should Engineers observe conditions which they believe will endanger public safety or health, they shall inform the proper authority of the situation.
- (d) Should Engineers have knowledge or reason to believe that another person or firm may be in violation of any of the provisions of these Guidelines, they shall present such information to the proper authority in writing and shall cooperate with the proper authority in furnishing such further information or assistance as may be required.
  1. They shall advise proper authority if an adequate review of the safety and reliability of the products or systems has not been made or when the design imposes hazards to the public through its use.
  2. They shall withhold approval of products or systems when changes or modifications are made which would affect adversely its performance insofar as safety and reliability are concerned.
- e. Engineers should seek opportunities to be of constructive service in civic affairs and work for the advancement of the safety, health and well-being of their communities.
- f. Engineers should be committed to improving the environment to enhance the quality of life.
2. Engineers shall perform services only in areas of their competence.
  - a. Engineers shall undertake to perform engineering assignments only when qualified by education or experience in the specific technical field of engineering involved.
  - b. Engineers may accept an assignment requiring education or experience outside of their own fields of competence, but only to the extent that their services are restricted to those phases of the project in which they are qualified. All other phases of such project shall be performed by qualified associates, consultants, or employees.
  - c. Engineers shall not affix their signatures and/or seals to any engineering plan or document dealing with subject matter in which they lack competence by virtue of education or experience, nor to any such plan or document not prepared under their direct supervisory control.
3. Engineers shall issue public statements only in an objective and truthful manner.
  - a. Engineers shall endeavor to extend public knowledge, and to prevent misunderstandings of the achievements of engineering.
  - b. Engineers shall be completely objective and truthful in all professional reports, statements, or testimony. They shall include all relevant and pertinent information in such reports, statements, or testimony.
  - c. Engineers, when serving as expert or technical witnesses before any court, commission, or other tribunal, shall express an engineering opinion only when it is founded upon adequate knowledge of the facts in issue, upon a background of technical competence in the subject matter, and upon honest conviction of the accuracy and propriety of the testimony.
  - d. Engineers shall issue no statements, criticisms, nor arguments on engineering matters which are inspired or paid for by an interested party, or parties, unless they have prefaced their comments by explicitly identifying themselves, by disclosing the identities of the party or parties on whose behalf they are speaking, and by revealing the existence of any pecuniary interest they may have in the instant matters.



- e. Engineers shall be dignified and modest in explaining their work and merit, and will avoid any act tending to promote their own interests at the expense of the integrity, honor and dignity of the profession.
4. Engineers shall act in professional matters for each employer or client as faithful agents or trustees, and shall avoid conflicts of interest.
- a. Engineers shall avoid all known conflicts of interest with their employers or clients and shall promptly inform their employers or clients of any business association, interest, or circumstances that could influence their judgment or the quality of their services.
  - b. Engineers shall not knowingly undertake any assignments which would knowingly create a potential conflict of interest between themselves and their clients or their employers.
  - c. Engineers shall not accept compensation, financial or otherwise, from more than one party for services on the same project, nor for services pertaining to the same project, unless the circumstances are fully disclosed to, and agreed to, by all interested parties.
  - d. Engineers shall not solicit nor accept financial or other valuable considerations, including free engineering designs, from material or equipment suppliers for specifying their products.
  - e. Engineers shall not solicit nor accept gratuities, directly or indirectly, from contractors, their agents, or other parties dealing with their clients or employers in connection with work for which they are responsible.
  - f. When in public service as members, advisers, or employees of a governmental body or department, Engineers shall not participate in considerations or actions with respect to services provided by them or their organization in private or product engineering practice.
  - g. Engineers shall not solicit nor accept an engineering contract from a governmental body on which a principal, officer or employer of their organization serves as a member.
  - h. When, as a result of their studies, Engineers believe a project will not be successful, they shall so advise their employer or client.
  - i. Engineers shall treat information coming to them in the course of their assignments as confidential, and shall not use such information as a means of making personal profit if such action is adverse to the interests of their clients, their employers or the public.
1. They will not disclose confidential information concerning the business affairs or technical processes of any present or former employer or client or bidder under evaluation, without his consent.
  2. They shall not reveal confidential information nor findings of any commission or board of which they are members.
  3. When they use designs supplied to them by clients, these designs shall not be duplicated by the Engineers for others without express permission.
  4. While in the employ of others, Engineers will not enter promotional efforts or negotiations for work or make arrangements for other employment as principals or to practice in connection with specific projects for which they have gained particular and specialized knowledge without the consent of all interested parties.
- (j) The Engineer shall act with fairness and justice to all parties when administering a construction (or other) contract.
  - (k) Before undertaking work for others in which Engineers may make improvements, plans, designs, inventions, or other records which may justify copyrights or patents, they shall



- enter into a positive agreement regarding ownership.
- (l) Engineers shall admit and accept their own errors when proven wrong and refrain from distorting or altering the facts to justify their decisions.
- (m) Engineers shall not accept professional employment outside of their regular work or interest without the knowledge of their employers.
- (n) Engineers shall not attempt to attract an employee from another employer by false or misleading representations.
- (o) Engineers shall not review the work of other Engineers except with the knowledge of such Engineers, or unless the assignments/or contractual agreements for the work have been terminated.
- (1) Engineers in governmental, industrial or educational employment are entitled to review and evaluate the work of other engineers when so required by their duties.
- (2) Engineers in sales or industrial employment are entitled to make engineering comparisons of their products with products of other suppliers.
- (3) Engineers in sales employment shall not offer nor give engineering consultation or designs or advice other than specifically applying to equipment, materials or systems being sold or offered for sale by them.
- 5. **Engineers shall build their professional reputation on the merit of their services and shall not compete unfairly with others.**
  - a. Engineers shall not pay nor offer to pay, either directly or indirectly, any commission, political contribution, or a gift, or other consideration in order to secure work, exclusive of securing salaried positions through employment agencies.
  - b. Engineers should negotiate contracts for professional services fairly and only on the basis of demonstrated competence and qualifications for the type of professional service required.
  - c. Engineers should negotiate a method and rate of compensation commensurate with the agreed upon scope of services. A meeting of the minds of the parties to the contract is essential to mutual confidence. The public interest requires that the cost of engineering services be fair and reasonable, but not the controlling consideration in selection of individuals or firms to provide these services.
    - 1. **These principles shall be applied by Engineers in obtaining the services of other professionals.**
  - d. Engineers shall not attempt to supplant other Engineers in a particular employment after becoming aware that definite steps have been taken toward the others' employment or after they have been employed.
    - (1) They shall not solicit employment from clients who already have Engineers under contract for the same work.
    - (2) They shall not accept employment from clients who already have Engineers for the same work not yet completed or not yet paid for unless the performance or payment requirements in the contract are being litigated or the contracted Engineers' services have been terminated in writing by either party.
    - (3) In case of termination of litigation, the prospective Engineers before accepting the assignment shall advise the Engineers being terminated or involved in litigation.
  - e. Engineers shall not request, propose nor accept professional commissions on a contingent basis under circumstances under which their professional judgments may be compromised, or when a contingency provision is used as a device for promoting or securing



a professional commission.

- f. Engineers shall not falsify nor permit misrepresentation of their, or their associates', academic or professional qualifications. They shall not misrepresent nor exaggerate their degree of responsibility in or for the subject matter of prior assignments. Brochures or other presentations incident to the solicitation of employment shall not misrepresent pertinent facts concerning employers, employees, associates, joint ventures, or their past accomplishments with the intent and purpose of enhancing their qualifications and work.
- g. Engineers may advertise professional services only as a means of identification and limited to the following:
  - (1) Professional cards and listings in recognized and dignified publications, provided they are consistent in size and are in a section of the publication regularly devoted to such professional cards and listings. The information displayed must be restricted to firm name, address, telephone number, appropriate symbol, names of principal participants and the fields of practice in which the firm is qualified.
  - 2) Signs on equipment, offices and at the site of the projects for which they render services, limited to firm name, address, telephone number and type of services, as appropriate.
  - 3) Brochures, business cards, letterheads and other factual representations of experience, facilities, personnel and capacity to render service, providing the same are not misleading relative to the extent of participation in the projects cited and are not indiscriminately distributed.
  - 4) Listings in the classified section of telephone directories, limited to name, address, telephone number and specialties in which the firm is qualified without resorting to special or bold type.
- h. Engineers may use display advertising in recognized dignified business and professional publications, providing it is factual and relates only to engineering, is free from ostentation, contains no laudatory expressions or implication, is not misleading with respect to the Engineers' extent of participation in the services or projects described.
- i. Engineers may prepare articles for the lay or technical press which are factual, dignified and free from ostentations or laudatory implications. Such articles shall not imply other than their direct participation in the work described unless credit is given to others for their share of the work.
- j. Engineers may extend permission for their names to be used in commercial advertisements, such as may be published by manufacturers, contractors, material suppliers, etc., only by means of a modest dignified notation acknowledging their participation and the scope thereof in the project or product described. Such permission shall not include public endorsement of proprietary products.
- k. Engineers may advertise for recruitment of personnel in appropriate publications or by special distribution. The information presented must be displayed in a dignified manner, restricted to firm name, address, telephone number, appropriate symbol, names of principal participants, the fields of practice in which the firm is qualified and factual descriptions of positions available, qualifications required and benefits available.
- l. Engineers shall not enter competitions for designs for the purpose of obtaining commissions for specific projects, unless provision is made for reasonable compensation for all designs submitted.
- m. Engineers shall not maliciously or falsely, directly or indirectly, injure the professional reputation, prospects, practice or employment of another engineer, nor shall they indis-



- criminally criticize another's work.
- n. Engineers shall not undertake nor agree to perform any engineering service on a free basis, except professional services which are advisory in nature for civic, charitable, religious or non-profit organizations. When serving as members of such organizations, engineers are entitled to utilize their personal engineering knowledge in the service of these organizations.
  - o. Engineers shall not use equipment, supplies, laboratory nor office facilities of their employers to carry on outside private practice without consent.
  - p. In case of tax-free or tax-aided facilities, engineers should not use student services at less than rates of other employees of comparable competence, including fringe benefits.
6. Engineers shall act in such a manner as to uphold and enhance the honor, integrity and dignity of the profession.
- a. Engineers shall not knowingly associate with nor permit the use of their names nor firm names in business ventures by any person or firm which they know, or have reason to believe, are engaging in business or professional practices of a fraudulent or dishonest nature.
  - b. Engineers shall not use association with non-engineers, corporations, nor partnerships as 'cloaks' for unethical acts.
7. Engineers shall continue their professional development throughout their careers, and shall provide opportunities for the professional development of those engineers under their supervision.
- a. Engineers shall encourage their engineering employees to further their education.
  - b. Engineers should encourage their engineering employees to become registered at the earliest possible date.
  - c. Engineers should encourage engineering employees to attend and present papers at professional and technical society meetings.
  - d. Engineers should support the professional and technical societies of their disciplines.
  - e. Engineers shall give proper credit for engineering work to those to whom credit is due, and recognize the proprietary interests of others. Whenever possible, they shall name the person or persons who may be responsible for designs, inventions, writings or other accomplishments.
  - f. Engineers shall endeavor to extend the public knowledge of engineering and shall not participate in the dissemination of untrue, unfair or exaggerated statements regarding engineering.
  - g. Engineers shall uphold the principle of appropriate and adequate compensation for those engaged in engineering work.
  - h. Engineers should assign professional engineers duties of a nature which will utilize their full training and experience insofar as possible, and delegate lesser functions to subprofessionals or to technicians.
  - i. Engineers shall provide prospective engineering employees with complete information on working conditions and their proposed status of employment, and after employment shall keep them informed of any changes.

**Accreditation Board for Engineering and Technology**  
345 East 47th Street  
New York, NY 10017

\*Now the Accrediting Board for Engineering and Technology (ABET)



Engineer' Council for Professional Development

FAITH OF THE ENGINEER

**I AM AN ENGINEER.** In my profession I take deep pride, but without vain-glory; to it I owe solemn obligations that I am eager to fulfill.

As an Engineer, I will participate in none but honest enterprise. To him that has engaged my services, as employer or client, I will give the utmost of performance and fidelity.

When needed, my skill and knowledge shall be given without reservation for the public good. From special capacity springs the obligation to use it well in the service of humanity; and I accept the challenge that this implies.

Jealous of the high repute of my calling, I will strive to protect the interests and the good name of any engineer that I know to be deserving; but I will not shrink, should duty dictate, from disclosing the truth regarding anyone that, by unscrupulous act, has shown himself unworthy of the profession.

Since the Age of Stone, human progress has been conditioned by the genius of my professional forbears. By them have been rendered usable to mankind Nature's vast resources of material and energy. By them have been vitalized and turned to practical account the principles of science and the revelations of technology. Except for this heritage of accumulated experience, my efforts would be feeble. I dedicate myself to the dissemination of engineering knowledge, and, especially to the instruction of younger members of my profession in all its arts and traditions.

To my fellows I pledge, in the same full measure I ask of them, integrity and fair dealing, tolerance and respect, and devotion to the standards and the dignity of our profession; with the consciousness, always, that our special expertness carries with it the obligation to serve humanity with complete sincerity.

Prepared by the Ethics Committee



\*Now the Accrediting Board for Engineering and Technology (ABET).



- effect. State registration boards with authority to adopt rules of professional conduct may adopt rules governing procedures to obtain engineering services.
6. As noted by the Supreme Court, "nothing in the judgment prevents NSPE and its members from attempting to influence governmental action...."

**Note:** In regard to the question of application of the Code to corporations vis-à-vis real persons, business form or type should not negate nor influence conformance of individuals to the Code. The Code deals with professional services, which services must be performed by real persons. Real persons in turn establish and implement policies within business structures. The Code is clearly written to apply to the Engineer and it is incumbent on a member of NSPE to endeavor to live up to its provisions. This applies to all pertinent sections of the Code

NSPE Publication No. 1102

## **6. COMPUTER SOCIETY OF INDIA (CSI)**

### **CODE OF ETHICS**

#### **CODE OF ETHICS FOR IT PROFESSIONALS**

The need for a Code of Ethics for the CSI has been felt for a long time.

1. A Professional member of the Computer Society of India (CSI) shall:

- organise the resources available to him and optimise these in attaining the objectives of his organisation,
- use the codes of practice conveyed by the CSI from time to time in carrying out his tasks,
- not misuse his authority or office for personal gains,
- comply with the Indian laws relating to the management of his organisation particularly with regard to Privacy and Piracy, and operate within the spirit of these laws,
- conduct his affairs so as to uphold project and further the image and reputation of the CSI,
- maintain integrity in research and publications.

### **CODES OF PRACTICE**

2. As regard his ORGANISATION an IT professional should:

- act with integrity in carrying out the lawful policy and instructions of his organisation and uphold its image and reputation,
- plan, establish and review objectives and tasks for himself and his subordinates which are compatible with the Codes of Practice of other professionals in the enterprise, and direct all available effort towards the success of the enterprise rather than of himself,
- fully respect the confidentiality of information which comes to him in the course of his duties, and not use confidential information for personal gain or in a manner which may be detrimental to his organisation or his clients,
- not snoop around in other people's computer files,
- in his contacts and dealings with other people, demonstrate his personal integrity and humanity and when called to give an opinion in his professional capacity, shall, to the best of his ability, give an opinion that is objective and reliable.

3. As regards the EMPLOYEES, an IT professional should:



- set an example to his subordinates through his own work and performance, through his leadership and by taking account of the needs and problems of his subordinates,
  - develop people under him to become qualified for higher duties,
  - pay proper regard to the safety and well-being of the personnel for whom he is responsible,
  - share his experience with fellow professionals.
4. As regards the CLIENTS, an IT professional should:
- ensure that the terms of all contracts and terms of business be stated clearly and unambiguously and honoured,
  - in no circumstance supply inherently unsafe goods or services,
  - not use the computer to harm other people or to bear false witness,
  - be objective and impartial when giving independent advice.
5. As regards the COMMUNITY, an IT professional should:
- make the most effective use of all natural resources employed,
  - be ready to give professional assistance in community affairs,
  - not appropriate other people's intellectual output,
  - always use a computer in ways that ensure consideration and respect for fellow humans.

### CODE OF ETHICS UNDERTAKING

I ..... affirm that as a professional member, I shall abide by the Code of Ethics of the Computer Society of India (CSI). I further undertake that I shall uphold the fair name of the Computer Society of India by maintaining high standards of integrity and professionalism. I am aware that any breach of the Code of Ethics may lead to disciplinary action against me under the Byelaws and rules of the CSI. I hereby confirm that I shall be bound by any decision taken by the CSI in such matters.

Place :

(Name)

Date .....

### CODE OF ETHICS PROCEDURE FOR ACTION AGAINST A MEMBER FOR ANY BREACH OF THE CODE OF ETHICS.

1. This procedure aims at setting out a strategy for dealing with the breaches of the Code of Ethics by the members of the CSI. The term members includes Institutional members individually as well as collectively.

#### Complaints

2. All complaints shall be made in writing within 60 days of the violation of the Code of Ethics being noticed. These may be addressed to any Office Bearer of a Chapter or a member of the ExecCom. The complaint should include the following information:

(a) Date of breach/violation: person/persons involved.

(b) Place of event and circumstances.

(c) Witnesses.

3. All complaints will be sent to the President CSI, by the recipient, with his/her comments.



### Sequence of Action

4. The President will send the complaint to the Honours Committee of the CSI consisting of one Past President as Convenor and two Past Presidents/Office Bearers as members.
5. The Honours Committee will be appointed by the ExecCom every year in its first meeting in July.
6. The Honours Committee would meet and take the following actions:  
(a) If the case is clear-cut, get written explanation/comments from various parties and set a date for hearing, (b) Carry out investigation, by visit to the location, if necessary, (c) Fix a date for a formal hearing. The hearing would go into evidences offered and allow witnesses to be brought and examined.
7. The findings of the Honours Committee would depend on the merits of each case and their recommendation to the ExecCom may be  
(a) Honourable acquittal.  
(b) Removal from membership.
8. The recommendations of the Honours Committee whenever any removal of a member from the membership of the CSI is involved, will be publicised through the CSI Publications after the approval of the ExecCom.

## 7. THE TATA CODE OF CONDUCT

### The Tata code of conduct

In 1998 the Tatas adopted a Code of Conduct which covers both the operations of the companies and of employees. In a press release issued at the time it was said that:

"The adoption of the Code renews the Tata commitment to the values of excellence and leadership with the objective of delivering maximum value to all the stakeholders. This commitment is central to the group's resolve to face the challenges of the emerging era of global competitiveness. By codifying and clarifying the values which the group formally commits itself to, the Code is giving to its companies and its staff the clarity of purpose required to deal with an environment in which the only certainty is change and speed of action is essential in dealing with the process of change."

The Code enjoins the companies which sign it to, among other things:

- Supply goods and services of the highest quality standards to ensure the total satisfaction of customers;
- Engage only in activities beneficial to the national interest of the country they operate in;
- Be fully transparent in accounting and financial reporting standards;
- Fully strive for the establishment and support of a competitive open market economy and to abhor unfair trade practices;
- Be equal opportunity employers;
- Neither give nor take any illegal payment, remuneration, gift, donation or comparable benefit to obtain business or favours;
- Not give any donation to any government agency or its representatives to obtain any favourable performance of official duties;
- Not support any specific political party or candidate for political office;
- Comply with all regulations regarding the preservation of the environment;
- Be a good corporate citizen, and to actively assist in the improvement of the quality of life of the community with the objective of making it self-reliant. These social activities are regarded as an integral part of their business plans and not as an optional part.