

CODE OF PRACTICE

Date effective
29 October 2021



BOARD OF
**PROFESSIONAL
ENGINEERS**
OF QUEENSLAND

Protecting the
public and setting
the standard of
engineering.

This Code of Practice provides guidance to registered professional engineers as to appropriate professional conduct and practice.



PURPOSE

The purpose of the Code of Practice is to:

- promote the obligations which underpin professional engineering services
- provide a set of guidelines and principles to inform registered professional engineers on appropriate standards of professional conduct or practice
- affirm the accountability of the engineering profession to the public in Queensland and
- promote public confidence in professional engineering services provided by registered professional engineers undertaking work in or for Queensland.



APPLICATION OF THE CODE

All professional engineers registered under the *Professional Engineers Act 2002* are bound by this Code. Pursuant with s112 of the PE Act, the Code of Practice and any breach of the Code may be used as evidence in any disciplinary proceedings brought by BPEQ against a RPEQ.



1. PROFESSIONAL CONDUCT

PRINCIPLE 1.1

Registered professional engineers maintain a professional relationship with their colleagues and professional peers

A registered professional engineer must uphold a high standard of professionalism and:

- demonstrate integrity and act appropriately in all circumstances in a professional manner
- act impartially and objectively in the provision of all professional engineering services
- treat colleagues and peers with courtesy and respect without any discrimination or harassment
- work in collaboration with colleagues and peers
- use appropriate forums for constructive debate on professional engineering matters
- share expertise and knowledge in a variety of collaborative context
- respect different approaches to complex engineering principles.

PRINCIPLE 1.2

Registered professional engineers work within the limits of their professional expertise

A registered professional engineer must:

- undertake professional engineering services only within their area of registration and competence
- only undertake direct supervision within their area of registration and competence
- in the course of their professional practice, be honest and accurate regarding qualifications and experience and not make any statements or publish any material that may, or does, mislead a client or prospective client as to their professional competence
- recognise where other professional advice is required and either seek it or recommend to an employer and/or client to seek such expert advice in appropriate areas
- act with an appropriate level of due diligence in the provision of professional engineering services.

PRINCIPLE 1.3

Registered professional engineers treat all their stakeholders with courtesy and dignity

A registered professional engineer in the conduct of their professional practice must:

- promote confidence in, and respect for, the engineering profession and not act in a way that brings the profession into disrepute
- act in a way that maintains the standards and integrity of the engineering profession
- in all their professional dealings enhance the reputation of the engineering profession.

PRINCIPLE 1.4

Registered professional engineers maintain a professional relationship with clients

A registered professional engineer must maintain a high standard of integrity in their professional dealings and:

- consider other perspectives when making decisions which could have an impact on the profession's reputation
- communicate and consult with the client/prospective client or other stakeholders in a timely and effective manner
- take appropriate action when responding to concerns about any aspect of their professional engineering practice
- orally and in writing, express opinions, make statements, and give evidence with fairness, honesty, and only based on adequate knowledge
- take reasonable steps to make clients or employers aware of professional concerns regarding actions or projects and the likely consequences if professional engineering advice, decisions, or judgments are overruled or disregarded.

PRINCIPLE 1.5

Registered professional engineers demonstrate good record keeping and confidentiality

A registered professional engineer will be expected to take reasonable steps to adequately protect and secure client's:

- paper and/or electronic records in relation to their engagement and provisions of a professional engineering service
- confidential information taking into account relevant legislation.

A registered professional engineer during the provisions of any professional engineering service and for at least seven (7) years after the completion of those services (or longer if required by any legislation), keep and maintain records of:

- all correspondence and documents sent and received
- financial transactions.

PRINCIPLE 1.6

Registered professional engineers maintain a focus on health and safety

A registered professional engineer must:

- ensure actions, or inactions, do not pose an unreasonable risk to themselves or others
- comply with duties and obligations for engineers in health and safety legislation within the jurisdiction where they are operating
- ensure the health and safety of the public and the community is always considered
- when providing a professional engineering service, take reasonable steps to communicate to the client the safest preferred alternative.

2. PERSONAL CONDUCT

The personal conduct of a registered professional engineer will have an impact on the professional standing of engineers generally and on the profession as a whole.

PRINCIPLE 2.1

Registered professional engineers are positive role models within the profession and in the community in general

A registered professional engineer must:

- demonstrate integrity and act appropriately in all circumstances
- by their conduct, endeavour to improve the diversity, equity and inclusion of the engineering profession
- by their conduct, endeavour to engender confidence in, and respect for the engineering profession and not act in a way that brings either them or the profession into disrepute
- by their conduct, exemplify high standards and integrity of the engineering profession
- take responsibility, whenever and wherever possible, to contribute to the quality and sustainability of the natural and built environment.

In the provision of services, a registered professional engineer must take into account:

- the public interest
- the natural environment whilst striving to improve the built environment
- the conservation of Australia's heritage
- the conservation of natural resources.

PRINCIPLE 2.2

Registered professional engineers respect the rule of law and provide a positive example in the performance of their professional obligations

A registered professional engineer must:

- act with honesty, integrity, fairness, without unjustified discrimination and with due respect for the rights of others and the laws of the communities in which engineering services are supplied
- use their best efforts to protect the public such that if a registered professional engineer believes that a person or other entity has breached any provisions of the Act or the Code, the registered professional engineer should refer the matter to the Board
- comply with all laws, statutory rules and codes attached directly or indirectly to the engineering profession.

PRINCIPLE 2.3

Registered professional engineers will act with honesty and integrity and will not exploit their position for personal or financial gain

A registered professional engineer must not:

- promise to give or give to any person anything intended to improperly influence that person's decisions as they relate to their services or to secure work

- accept from any person anything intended to improperly influence their decisions or advice
- without the fully informed consent of a person/client/third party stakeholder, who may be detrimentally affected by their conduct, enter into a contract or like arrangement with a client or employer where an actual/potential/perceived conflict of interest would exist or could reasonably be considered to arise.

A registered professional engineer must:

- act with honesty and integrity and comply with all professional and statutory requirements
- disclose to a client or prospective client if they receive, is likely to receive, or has been promised any payment, gift or other material advantage for any endorsement given or comment made about products or services that are or are likely to be used in connection with the provision of services to the client or prospective client
- disclose to a client or prospective client any arrangement entered into whereby the client or prospective client has been introduced or referred to them by a third party whom they have given or offered to provide a fee, benefit or reward for the referral of clients or prospective clients.

PRINCIPLE 2.4

Registered professional engineers must avoid all conflicts of interest between their personal and professional activities

A registered professional engineer must:

- ensure their personal or financial interests do not interfere with the performance of their duties
- disclose any actual or potential conflict of interest to a client/prospective client or employer upon discovery of that actual or potential conflict of interest
- inform a client/potential client or employer of the existence or likelihood of conflict between their personal or business interest and those of the client/potential client or employer.

PRINCIPLE 2.5

Registered professional engineers act with discretion and maintain confidentiality in all their professional dealings with others

A registered professional engineer must not:

- disclose to any person any information, expressly agreed or understood impliedly to be confidential, which is acquired from or provided by a client, in the course of their provision of professional services to the client, unless authorised to do so by the client in writing or permitted/required to do so by the operation of any state or Commonwealth law
- in obtaining another person's confidential information in connection with one purpose, in the course of professional engineering services, must not use that information for another purpose without the express agreement in writing of that person.

3. PROFESSIONAL EXPERTISE

PRINCIPLE 3.1

Registered professional engineers are true professionals and set and maintain high standards

A registered professional engineer is to undertake their services in a responsible, thorough and timely way. In particular, a registered professional engineer must:

- be knowledgeable in their areas of expertise
- take all reasonable steps to maintain and improve the relevant knowledge, skills and expertise necessary for the provision of professional engineering services
- be committed to pursuing professional learning and maintain a thorough knowledge of the professional engineering services to be provided and any other matters that relate to the delivery and performance of those services
- ensure they have documented their continuing professional development activities which can be used to verify they meet certain minimum criteria in respect of continuing registration requirements under the Act
- actively assist and encourage those with whom they are associated to comply with the principles stated above in Principle 3.1.

PRINCIPLE 3.2

Registered professional engineers are aware of the legal requirements that pertain to their profession

A registered professional engineer must:

- practice in the field of engineering in which they are registered in accordance with all the legal, statutory and regulatory requirements
- take all reasonable steps to procure and maintain professional indemnity insurance during each year that is appropriate for the services being provided by the registered professional engineer
- be cognisant of their legal, statutory or regulatory responsibilities particularly related, but not limited, to:
 - discrimination, harassment and vilification
 - contracts
 - negligence
 - privacy and confidentiality
 - work health and safety

FOOTNOTE

This Code has been reviewed by the Board pursuant to s108(5) and amended in consultation with the wider engineering industry and profession in line with section 108(2) of the Act.

The Code identifies a set of principles, which describe the professional conduct, personal conduct and professional expertise expected of a registered professional engineer by their engineering peers and the community in fulfilling their duties under the Act.



OUR VISION

Driving a higher standard of professionalism of engineers for a safer tomorrow.



OUR PURPOSE

To protect the public and maintain confidence in the profession by upholding the highest standard of engineering.



OUR VALUES

- Integrity
- Professionalism
- Accountability
- Fairness
- Independence



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