

# **Code of Conduct for Transportation Professional Certification Board Certificants**

## **Preamble**

The Certificant, to uphold and advance the honor and dignity of the profession and in keeping with high standards of ethical conduct, will:

- Use professional knowledge and skill for the advancement of human and environmental welfare;
- Be honest and impartial in dealing with employer, clients, and the public; and
- Strive to increase the competence and prestige of the profession.

## **Relations with the Public**

- The Certificant will have due regard for the safety, health and welfare of the public in the performance of professional duties.
- The Certificant will endeavor to extend public knowledge and appreciation of the profession and its achievements, and will oppose any untrue, unsupported, or exaggerated statements regarding the profession.
- The Certificant will not practice, market or promote in a false, misleading, or deceptive manner.
- The Certificant will express an opinion on a professional subject only when it is founded on an adequate base of knowledge and honest conviction.
- The Certificant will preface any ex parte statements, criticisms, or arguments issued by clearly indicating on whose behalf they are made.

## **Relations with Employers and Clients**

- The Certificant will act in professional matters for each client or employer as a faithful agent or trustee.
- The Certificant will endeavor to avoid a conflict of interest with employer or client, but when unavoidable conflict arises, will fully disclose the circumstances to all parties involved.
- The Certificant will act fairly and justly toward vendors and contractors and will not request, propose or accept any gratuities or commissions, directly or indirectly, that might compromise the Certificant's professional judgment or induce an action to secure or retain work for any vendor or contractor or the Certificant.
- The employer or client will be informed by the Certificant of financial interest in any vendor or contractor, in any business, or in any invention, machine or apparatus, which is involved in a project or work of the

employer or client. Such interest will not be allowed to affect decisions regarding professional services, which the Certificant may be called upon to perform.

- The Certificant will indicate to employer or client the adverse consequences to be expected by overruling professional judgment.
- The Certificant will guard against conditions that are dangerous or threatening to life, limb, or property on work for which the Certificant is responsible, or, if not responsible, will promptly call such conditions to the attention of those who are responsible.
- The Certificant will undertake only those professional assignments for which the Certificant is qualified.
- The employer or client will be advised to engage specialists and the Certificant will cooperate with them whenever the employer's or client's interests are served best by such an arrangement.
- The Certificant will not disclose confidential information concerning the business affairs or technical processes of any present or former employer or client without their consent.
- The Certificant will not accept compensations from more than one party for the same service, or for other services pertaining to the same work, without the consent of all interested parties.
- The Certificant will not offer to or pay either directly or indirectly any commission, political contribution, or fee, or other consideration in order to secure or retain work, exclusive of securing salaried positions through employment agencies.

### **Relations with Other Professionals**

- The Certificant will endeavor to provide opportunity for the professional development and advancement of professionals in the Certificant's employ or under the Certificant's supervision.
- The Certificant will not injure maliciously the professional reputation, prospects, or practice of another professional. However, proof that another professional has been unethical, illegal, or unfair in professional practice, should be given to the proper authority.
- The Certificant will not engage in competitive practices contrary to the law.
- The Certificant will, in the solicitation, submittal or evaluation of a proposal for professional services, give due regard to all aspects, including: technical capability, prior experience, creativity and suitability of the proposed work plan.
- The Certificant will cooperate in advancing the profession by interchanging information and experience with other professionals and students, and by contributing to public communication media, and to the efforts of professional and scientific societies and schools.
- The Certificant will not associate with or allow the use of his or her name by an enterprise of questionable character, nor become professionally associated with professionals who do not conform to ethical practices, or

| with persons not legally qualified to render the professional services for which the association is intended.

- The Certificant will not exert undue influence or offer, solicit, or accept compensation for the purpose of affecting negotiations for professional engagement.