



Professional Code of Conduct & Ethics

 CQI |  IRCA
LEADING QUALITY SINCE 1919

CQI IRCA Professional Code of Conduct & Ethics

This Code outlines the standards of professional behaviour expected of all individuals formally recognised by the Chartered Quality Institute (CQI). This includes, but is not limited to, CQI members, IRCA-certificated auditors, and all institute volunteers.

The CQI reserves the right to suspend or withdraw membership and any associated benefits, or volunteering arrangements, from individuals who fail to comply with this Code, in accordance with the CQI's complaints handling and appeal process.

Core Principles

This Code is founded on four core principles, which all members and volunteers are required to uphold:

1. Responsibility to the Profession and the Institute

- Comply fully with all CQI rules, policies, and procedures, including participation in any investigations related to breaches of this Code.
- Conduct yourself in a manner that upholds the integrity of the quality profession and the CQI.
- Refrain from any conduct that could be perceived as harassment or discriminatory towards CQI staff, members, or stakeholders.
- Report any concerns or breaches of this Code by yourself, other members or volunteers to the CQI, in good faith.

2. Responsibility to Society and the Environment

- Uphold the highest standards of honest, ethical and lawful conduct in all professional activities.
- Demonstrate sensitivity to the customs, working practices, cultures, and personal beliefs of others.
- Uphold equality, diversity, and inclusion in the profession.
- Uphold health, safety, security, and environmental protections.

3. Responsibility to Employers and Clients

- Act in the best interests of your employer, clients, customers, and stakeholders, disclosing any potential conflicts of interest.
- Cooperate with investigations and support a culture that encourages responsible whistleblowing.

4. Responsibility to Professionalism

- Take ownership for your professional conduct, actions, and decisions.
- Maintain and develop your professional knowledge, skills, and behaviours.
- Avoid misrepresenting your professional competence or experience.

Professional Obligations

To demonstrate commitment to this Code, all members and volunteers:

- Are bound by this Code of conduct & ethics as part of your membership.
- Must record continuous professional development (CPD) in a manner consistent with CQI guidelines.
- Must notify the CQI promptly if you:
 - o Receive a criminal conviction or adverse civil court judgement relevant to this Code, whether in the UK or overseas. *
 - o Are declared bankrupt or disqualified as a company director or charity trustee. *
 - o Have membership of another professional body terminated due to disciplinary action. *
- Must hold appropriate professional credentials and insurance, as required by their role or professional activity (eg holding appropriate, current professional indemnity insurance when acting as an independent, self-employed quality consultant). Note: This may be provided via your employer.

*These points may not necessarily affect your membership, but you must adhere to them.