

Women's Engineering Society

Code of Conduct for Members

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www.wes.org.uk



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1. About WES

WES is a network of women engineers, apprentices, students, scientists, ICT specialists and technologists pursuing a vision of a better world. WES members work together to empower women to achieve their potential as scientists, engineers and leaders.

2. Purpose of the Code of Conduct

The purpose of WES Code of Conduct is to outline the principles for WES Members to adhere to and uphold. All individuals associated with WES as Members should endeavour to maintain the highest standards of personal and professional conduct. This code is in accordance with the Statement of Ethical Principles for the Engineering Profession created by the Engineering Council and the Royal Academy of Engineering.

“Member” means a member of the Women's Engineering Society of any category (Member, Honorary Member, Associate, Fellow, Student Supporter or Friend). Except where inconsistent with the context, words implying the singular shall include the plural, and vice versa, and references to one gender shall include references to each other gender.

3. The Principals of the Code of Conduct

All WES Members are expected to act in accordance with the principles outlined in this document.

The code is based on eight key principles outlined below.

3.1 Responsibility & Accountability

All Members should be aware of their ethical, legal and professional responsibilities incumbent to the specific community in which they work and also to this association. All individuals should avoid personal and professional misconduct that might bring the association or the reputation of the profession into disrepute, recognising that, in particular, legal action that reflects on an individual's suitability to operate in the field of international relations may be regarded as misconduct by the association.

- Members are encouraged to advance public knowledge and understanding of international studies and to counter false or misleading statements which are detrimental to the wider community.
- Members shall encourage and support fellow Members in their professional development
- Members shall not speak in the name of the association, its' executive committee or committees, without the authorisation of the Executive committee.

3.2 Integrity & Honesty

All Members should be:

- Honest and accurate in representing their professional affiliations and qualifications, including such matters as knowledge, skill, training, education and experience.

- Take reasonable steps to ensure that their qualifications and competencies are not misrepresented by others and to correct any misrepresentation identified. Members must recognise and clarify the limits of their knowledge, skills, training, qualifications, educations and experience.
- Be honest and accurate in conveying professional conclusions, opinions, and research findings, and in acknowledging the potential limitations.
- Not use their WES Membership as a means of conveying a level of competency or professional standards, as WES is not an accrediting body and there is no assessment of competency to attain/retain Membership.

3.3 Respect and Fairness

WES is committed to maintaining and promoting a professional environment within which its Members treat each other with dignity and respect. All Members will not discriminate against, bully or harass others on the basis of: cultural and role difference, including (but not exclusively) those involving age, disability, education, ethnicity, gender, language, national origin, political beliefs, race, religion, sexual orientation, marital or family status and socio-economic status. Respect the knowledge, insight, experience and expertise of Fellow Members, (regardless of career stage and length of WES Membership) relevant third parties, and Members of the general public.

WES recognises as bullying, behaviour that may be characterised as offensive, intimidating, malicious or insulting, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. Bullying does not need to be deliberate; someone may demonstrate bullying behaviour, which falls within the above definition, without intending to. Whichever form it takes, it is unwarranted and unwelcome to the individual and will often cause embarrassment, fear, humiliation or distress to an individual or group of individuals. Bullying often results from a misuse of individual power derived from status/position, physical strength or force of personality. It can also arise from collective power arising out of strength of numbers.

WES recognises as harassment any unwelcome verbal or physical behaviour, including sexual advances, when the unwanted conduct has the purpose or effect of either violating another person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. Harassment does not need to be deliberate; someone may harass another person without intending to. In some situations, where the unwanted conduct is serious, a single incident may constitute harassment. In other situations, conduct may become harassment if it is repeated or sustained.

The following list provides examples of the types of behaviour which can amount to harassment, although the list is, by no means, exhaustive:

- Unwelcome physical contact or physical interaction: This may range from unnecessary touching or brushing against another's body, physical assault, coercing sexual intercourse, physical threats, insulting or abusive behaviours or gestures. This may also encompass

invading someone's "personal space" by standing very close to him/her where this is unnecessary.

- Unwelcome verbal conduct: This may include the making of remarks and comments about appearance, lewd comments, sexual advances, innuendo and banter, the making or repetition of offensive or stereotyped comments, jokes or songs, the making of threats or the making of patronising comments.
- Unwelcome written or visual interaction: This may include sending unwelcome emails, notes or pictures, displaying or sending offensive material on any WES social-media/websites/blogs etc.
- Harassment, bullying and victimisation of Members, or by Members by electronic methods

Given the degree of current reliance upon electronic means of communication it should be specifically noted that harassment, bullying and victimisation by Members by electronic means is also unacceptable. For example, this might involve:

- Sending e-mails (with or without attachments) which breach the terms of this code
- Inappropriate copying of e-mails to parties not seen as relevant to the discussion, as a way of intimidating or inappropriately gaining leverage over other Members, guests, volunteers or staff

3.4 Privacy and Confidentiality

All Members respect the individual and collective rights to privacy and maintain confidentiality in compliance with UK and International law and regulations.

3.5 Avoidance of Personal Gain

All Members should neither offer nor accept bribes or inducements either on a personal basis or on behalf of WES.

3.6 Conflict of Interest

All Members should declare to the WES Executive any competing professional or personal interests that may be pertinent to their activities within WES and WES supported events and research groups. This includes any professional /academic disputes, whistle blowing activity within their academic work and issues/disputes over the member's research integrity. Any activities undertaken in the WES name must be consistent with WES's vision, strategic objectives and the principles outlined in this guide.

If a conflict of interest does arise, the individual must inform the WES Chief Executive, immediately the matter becomes apparent and must take the following actions:

- Abstain from the activity in question;
- Declare the conflict of interest and pass the role to a colleague;
- Stand down/withdraw from the activity

Failure to do so, may lead to the imposition of actions, including a ban on attendance/participation at specific WES events or activities and ultimately termination of their WES Membership.

3.7 Collegiality

Collaboration with external learned societies and organisations is encouraged in order to develop the transfer and sharing of knowledge and to help disseminate learning and good practice. If Members put in place barriers or are obstructive to such collaboration or acts in a way that brings WES into disrepute through these collaborations they maybe in breach of this code and may face sanctions or termination of their Membership.

3.8 Criminal Offence

Members convicted of a criminal offence within the UK or overseas are required to inform the Society promptly, and to provide such information concerning the conviction as the Society may require, and the member may be disqualified from membership if it is felt appropriate (*this rule does not apply to either a conviction for a motoring offence for which no term of imprisonment is imposed or an offence which is regarded as "spent" within the meaning of the UK Rehabilitation of Offenders Act 1974 or equivalent legislation elsewhere*).

Summary

This code of conduct establishes the principles for all WES Members to adhere to; however it may not cover every issue that may arise. This code encourages trust and respect from its Members and non-Members involved in our activities.

Signed:

WES President 2018

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