

Professional Conduct and Ethics Sub Committee (PCE)

Scope

The PCEC's responsibilities are limited to ethical complaints against AIOH Members in relation to the Code of Ethics. The Sub Committee does not oversee concerns regarding AIOH staff or contractors, unless they are also Members. Complaints about staff or contractors should be directed to the AIOH Secretary.

Purpose

The Professional Conduct and Ethics (PCE) upholds AIOH's commitment to maintaining ethical occupational hygiene practice among its Members. The Committee ensures adherence to the AIOH Code of Ethics by overseeing ethical concerns, investigating complaints, and supporting the enforcement of professional standards. By maintaining integrity and accountability, the PCE reinforces trust in the profession and safeguards the reputation of AIOH and its Members.

The Sub Committee is responsible for:

- **Investigating allegations of ethical misconduct among** Members, ensuring impartiality and due process.
- **Recommending appropriate actions** if breaches are substantiated, which may include mentoring, training, suspension, or expulsion.
- **Providing/gaining legal guidance** on matters involving ethical complaints that may have legal implications.
- **Ensuring fairness and accountability** by addressing vexatious complaints and upholding ethical standards.
- **Reporting outcomes** to AIOH Council, with summary information shared at the Annual General Meeting, while respecting privacy.

The PCE operates independently in its investigations, ensuring all actions align with AIOH's values of Integrity, Respect, Empathy, Inclusivity, and Objectivity. The Sub Committee's processes may be updated under the direction of Council to reflect evolving ethical standards and professional expectations.

Roles and Responsibilities

The role and responsibilities of the Professional Conduct and Ethics Committee include:

- directly supporting the AIOH's strategic objective of "Maintaining ethical occupational hygiene practice" among Members
- working with Council to coordinate any needed legal responses or advice on behalf of the AIOH, where an issue arises that may be connected to an ethical issue or complaint made by a member against the AIOH and where there are possible legal implications surrounding the issue.
- Investigating and making recommendations to Council regarding complaints raised against a Member or Members of the AIOH relating to issues outlined in the Code of Ethics, as issued to Members. This role does not apply to staff or contractors of the AIOH, unless they are also a Member. Complaints regarding the conduct of AIOH staff or contractors should be directed to the AIOH Secretary.

To support the objective of maintaining ethical occupational hygiene practice, the AIOH Council supported by the Committee, has the power to enforce the Code of Ethics through any and/or all of the following measures:

- Investigation of alleged breaches of the Code of Ethics and any possible legal impacts. If an investigation is warranted, the Committee shall:
 - Form from its members an investigation team.
 - Be independent in its approach to all aspects of the investigation.
 - If the investigation shows that the complaint is sustained, the imposition of sanctions and restrictions on Members, including but not limited to:
 - Development (or other) support activities
 - Mentoring or training
 - Suspension
 - Expulsion

In the event that, through the investigation process, a complaint is found to be substantiated, the sitting council shall decide the level and appropriateness of sanctions to be applied. In the event that the complaint is unsubstantiated, no further action will be taken.

Any vexatious complaints made by a Member may also be subject to investigation for potential breaches of the AIOH [Code of Ethics](#).

If requested by Council, publication of summary information regarding the outcome of any investigation shall be made available to Council and Members at the Annual General Meeting. This process shall at all times respect the right to privacy of all members.

Activities

Ethics Policy and Guidance Development

- Regularly review and update the AIOH Code of Ethics to align with evolving professional standards.
- Develop guidelines and advisory resources to support ethical decision-making among Members.
- Offer expert advisory support for Members seeking guidance on ethical matters.

Education and Awareness Initiatives

- Develop training materials, workshops, or webinars on ethical issues in occupational hygiene.
- Publish articles or case studies to promote ethical awareness and accountability among Members.
- Facilitate ethics mentoring programs to strengthen ethical leadership within AIOH.

Legal and Investigative Support

- Access to legal advisors for ethical matters with legal implications.
- Confidential investigation tools and case management templates for documenting complaints.

Ethics and Compliance Documentation

- AIOH Code of Ethics and supporting guidelines.
- Secure reporting mechanisms for submitting and tracking ethical complaints.

Technology and Communication

- Microsoft Teams (or other secure platforms) for Sub Committee meetings and case documentation.
- Confidential email addresses for ethics-related enquiries and reporting.
- Online training platforms for ethics-related professional development.

Committee

- A designated Sub Committee Lead to provide expert guidance on ethical concerns.
- Resources for mentoring programs and professional development.
- Access to external ethics training and legal workshops.

Annual Review and Policy Updates

- Periodic assessment of ethical complaints and trends to inform policy improvements.
- Benchmarking against ethical standards from other professional associations.

Resources

- AIOH strategic plans, operational guidelines, and policies.
- Relevant templates, databases, and registers maintained by the AIOH
- Microsoft Teams and AIOH SharePoint for document management.
- Administrative support from the AIOH office where required.
- Communication tools, meeting platforms, and member directories.
- Any specific committee documentation referenced within the committee's operational framework.