



Professional Conduct and Ethics Sub-Committee (PCE)

Promoting Professional Conduct, Ethics and Integrity



Operating under the Governance, Risk and Strategy Advisory Committee (GRSAC)



1. PURPOSE

- ✓ Supports the AIOH's commitment to high standards of professional conduct, ethics and integrity.
- ✓ Considers matters referred to it relating to professional conduct and breaches of the AIOH Code of Ethics.
- ✓ Provides Council with findings and recommendations to inform its decisions.
- ✓ Supports the development, review and administration of ethics-related policies, procedures and guidance.
- ✓ Promotes awareness of ethical standards across the membership.



2. KEY RESPONSIBILITIES

- Promote ethical conduct and professional standards within the AIOH.
- Support the development and review of ethics-related policies, procedures and guidance.
- Provide advice to Council on professional conduct and ethics matters.
- Consider matters referred by Council relating to professional conduct and ethics.
- Undertake reviews or investigations, as requested by Council, and in accordance with approved AIOH procedures.
- Make recommendations to Council regarding professional conduct and ethics matters.
- Monitor emerging ethical issues relevant to occupational hygiene and professional practice.
- Support education and awareness regarding ethical conduct and professional responsibilities.



3. INDEPENDENCE

OBJECTIVE • IMPARTIAL • CONFIDENTIAL

The sub-committee shall undertake its responsibilities in an objective, impartial and confidential manner.

Where professional conduct matters are referred to the sub-committee, recommendations shall be provided to Council for consideration and determination.



4. DECISION-MAKING AUTHORITY

The PCE Sub-Committee investigates matters referred to it, gathers relevant information, and provides recommendations to Council.

Does not determine breaches of the Code of Ethics

Does not impose sanctions or take disciplinary action

Does not suspend or expel members

All findings and recommendations are subject to consideration and determination by Council in accordance with the AIOH Rules, Statement of Purpose, Code of Ethics and relevant policies and procedures.



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



5. SCOPE EXCLUSIONS

- Purely commercial disputes, contractual disagreements, or business competition matters.
- Matters that do not relate to an alleged breach of the AIOH Code of Ethics.
- Complaints that are not supported by sufficient information or evidence to enable reasonable assessment.
- All complaints must be submitted in writing and include sufficient detail to support assessment and investigation, where warranted.



6. ACTIVITIES

Regularly review and update the AIOH Code of Ethics to align with evolving professional standards.

Offer expert advisory support for members seeking guidance on ethical matters.

Access legal advisors for ethical matters with legal implications, via Council.

Develop guidelines and advisory resources to support ethical decision-making among Members.

Develop training materials, workshops or webinars on ethical issues in occupational hygiene.

Develop and refine confidential investigation tools and case management templates.

Publish articles or case studies to promote ethical awareness and accountability among members.

Facilitate ethics mentoring programs to strengthen ethical leadership within AIOH.

Periodically assess ethical complaints and trends to inform policy improvements.



Benchmark against ethical standards from other professional associations.



7. MEMBERSHIP

- Lead appointed by the chair of the Governance, Risk and Strategy Advisory Committee.
- Members appointed by the chair in consultation with the lead.
- Additional members or advisors appointed, as required.
- Members should collectively possess experience and knowledge relating to professional conduct, governance, ethics and occupational hygiene practice.



Supporting ethical practice, professional integrity and public confidence in occupational hygiene.



INTEGRITY



RESPECT



ACCOUNTABILITY



PROFESSIONALISM