

**AUSTRALASIAN INSTITUTE  
OF  
DANGEROUS GOODS CONSULTANTS  
BY-LAWS**





## BY-LAWS

### 1. NAME & LOGO

- 1.1 The organisation shall have the name Australasian Institute of Dangerous Goods Consultants Inc.
- 1.2 The logo of the organisation shall be of the following pattern.





## **2. AIMS & OBJECTIVES**

- 2.1 The Australasian Institute of Dangerous Goods Consultants Inc. has the following aims:
- a) To provide a professional body to represent the membership of Dangerous Goods Consultants.
  - b) To establish an incorporated body to set standards of regulation for the conduct of members in the form of a Code of Ethics and a Code of practice to which membership compliance is required.
  - c) To provide a system of ensuring, so far as is practicable, the competence of Dangerous Goods Consultants through examination and assessment of member consultants – this competence being in both the application of prescriptive standards and in risk-management based methodology.
  - d) to provide a focus for Dangerous Goods Consultants throughout Australasia to contribute to the development and review of Australian and joint Australian/New Zealand standards and codes of practice, and to coordinate comment on proposed regulations.
  - e) To provide and promote an ongoing program of professional development for member consultants (including but not limited to specialised training forums and publications).
  - f) To benefit the community as a whole by providing information on how they may access a pool of specialised knowledge on dangerous goods and other related matters.
- 2.2 The objectives of the Australasian Institute of dangerous Goods Consultants Inc. are:
- a) To ensure a minimum level of expertise as a condition of membership without accepting any liability for member services.
  - b) To offer membership to any consultants who can demonstrate adequate knowledge and experience of the relevant legislation and of the Australian / New Zealand Standards and who agree to be bound by the conditions of membership.
  - c) To provide members with the opportunity to increase their knowledge of, and expertise in, the conduct of credible risk management studies so as to fully meet the approaches required by the latest generation of regulatory requirements for ensuring health and safety and in particular dangerous goods safety.



### **3. MEMBERSHIP GRADES**

- 3.1 Institute members shall be divided into the following grades of membership.
  - a) Members.
  - b) Fellows
  - c) Associate Members
- 3.2 Member shall be a member who has successfully completed the membership requirements as detailed in the Rules of Incorporation and these By-Laws. Member shall be the minimum grade of membership for active members of the Institute.
- 3.3 A Fellow may be elected by a resolution of a General Meeting. To be eligible for the grade of Fellow, a Member must have provided exemplary service to the Institute, or achieved a high level of professional status. To be eligible for the grade of Fellow, a Member must have held the grade of Member for a period of not less than five years.
- 3.4 The grade of Associate Member is open to applicants who can demonstrate an interest in the storage and handling of Dangerous Goods but who are not Members. An Associate Member shall satisfy the membership requirements as detailed in the Rules of Incorporation and these By-Laws. Associate Members may avail themselves of membership services, however they shall have no voting rights.



#### 4. CRITERIA FOR ADMITTANCE

##### 4.1 Member

4.1.1 It is recognised that applicants for the grade of member may have acquired experience as a result of either formal training, broad industrial experience or regulatory experience.

4.1.2 Applicants for the grade of Member must document their relevant training and experience in a written submission to the Institute and complete an examination.

##### 4.1.3 Written Submission

4.1.3.1 In their written submission, applicants must demonstrate a level of training and experience equivalent to the following:

- a) relevant formal qualifications and training with 2 years industrial experience in a dangerous goods discipline; or
- b) at least five years relevant industrial experience; and
- c) a working knowledge of the relevant statutory regulations, standards and codes and their practical application.

##### 4.1.4 Examination

4.1.4.1 The examination will be an open book examination. The applicants will be required to provide their own standards and references.

4.1.4.2 The examination shall be a written examination to verify knowledge and experience of applicable regulations and code requirements. The examination will include an assessment of a site plan.

4.1.4.3 At the discretion of the examination panel, an applicant may be required to undertake an oral examination which will include a review of three samples of the applicant's work. These samples must be relevant. The applicant will be required to clearly present the work task, the methodology and to justify the final outcome.

4.1.4.4 Applicants failing to achieve pass level may, at the discretion of the examination panel, repeat the failed part of the examination after a period of between three and twelve months, or undergo the full examination after a 12 month period.



4.1.5 Maintaining the grade of Member

4.1.5.1 Members shall attend at least one Institute seminar annually. Where this cannot be reasonably expected, the Member may seek an exemption from the Board.

4.1.5.2 Members undertake to commit to ongoing Professional Development. The Board may require evidence of such ongoing Professional Development to be presented.

4.2 Associate Member

4.2.1 An applicant for the Grade of Associate Member must demonstrate in writing to the Examination Panel, their interest in the storage and handling of dangerous goods by –

- a) being currently studying a relevant discipline; or
- b) working in an environment associated with the storage and handling of dangerous goods, or
- c) by having been a Member who no longer wishes to maintain their status because of retirement or not working in the field of dangerous goods storage and handling.

4.3 Member on hold (MoH)

4.3.1 Members may request in writing c/o the AIDGC Executive Officer, that their membership be put 'on hold' for a period of up to 12 months due to reasons such as, but not limited to, the following:-

- a) Extended leave due to illness, maternity or paternity leave, financial hardship etc

4.3.2 The AIDGC Board, at its sole discretion, has the authority to approve or reject requests for MoH without reason being given.

4.3.3 Members approved for 'MoH' are required to meet the AIDGC Continued Professional Development (CPD) requirements during the 'MoH' period.

4.3.4 A Members that have formally requested and been approved MoH will not be required to pay membership dues for the period of MoH.

4.3.5 Members that have formally requested and been approved MoH will not be permitted to use the 'AIDGC' logo in any of his or her communications, including advertising, CVs etc.

4.3.6 Members that have formally requested and been approved MoH will continue to receive communications from AIDGC, including its newsletter and emails relevant to the member's normal membership



- 4.3.7 Members that have formally requested and been approved MoH will not be required to re-sit assessment examinations for Classes that they already hold during the approved 'MoH' period.
- 4.3.8 Members that have formally requested and been approved MoH are eligible to sit examinations for Classes of AIDGC membership that they do not already hold during the approved MoH period.
- 4.3.9 Members that have formally requested and been approved MoH may attend the annual AIDGC Conference at a cost rate as approved by the AIDGC Board, during the MoH period.
- 4.3.10 Members that do not formally request MoH, will be subject to payment of all outstanding dues including fees associated with the period of what would otherwise be the normal membership period.
- 4.3.11 The AIDGC Board retains the option to deregister a member who has not paid their dues without a MoH arrangement in place from the 1st of January in the year following the last normal membership payment date, at its sole discretion.
- 4.3.12 Periods of MoH beyond 12 months, or extensions of MoH periods must be formally requested in writing. The Board has sole discretion in agreeing to such MoH periods and/or extensions.



## 5. EXAMINATION PANEL

### 5.1 Constitution

5.1.1 The Examination Panel will consist of the following members:

- a) A Vice President, or his appointee, who will chair the panel, and
- b) Two persons nominated by the Board.

5.1.2 A delegate from a Statutory Authority may be invited to sit on the Examination Panel in an advisory non-voting role at the discretion of the Board.

### 5.2 Duties

5.2.1 The duties of the Examination Panel will be to appraise applicants by:

- a) Relevant qualifications,
- b) Experience and background,
- c) A written examination on relevant Dangerous Goods Classes, Acts and Regulations,
- d) A discretionary oral examination which will review aspects of the applicant's work,
- e) Prepare guidelines for reappraisal of membership for endorsement by the Board.

5.2.2 At the completion of the applicant's appraisal, the Examination Panel will advise the Board of the appraisal with an appropriate recommendation. This recommendation will confirm the form of appraisal applied to the applicant.

### 5.3 Examination Panel Appraisals

5.3.1 The appraisal of applicants by the Examination Panel covers relevant qualifications, experience and background and for the Grade of Member, a written examination and a discretionary oral examination.

5.3.2 Copies of relevant qualifications are to accompany applications. These copies will be retained by the Australasian Institute of Dangerous Goods Consultants Inc. for record purposes.

5.3.3 Applicants shall ensure that the membership application is accompanied by a which details their relevant experience of the Dangerous Goods Classes for which they wish to be examined.

5.3.4 The examination set by the Examination Panel will include:

- a) Questions covering regulatory requirements. This is intended to verify that the applicant has and knows the relevant legislation, can locate relevant requirements and understand the legal requirements, plus





- b) Questions covering technical knowledge. This is intended to verify that the applicant knows the relevant Standards, etc, can locate all relevant requirements and apply them in practical terms.
  - c) Questions set may be in the form of a scenario situation, requiring identification of appropriate rules and standards, clause numbers, contents in plain English with appropriate keywords.
- 5.3.5 The applicant is to provide their own copies of the latest Dangerous Goods legislation, Codes and all Standards required as part of the examination.
- 5.3.6 The Examination Panel will supply applicants with examples of questions and advise the applicant, prior to the examination, of the appropriate publications required.
- 5.3.7 After appraising the qualifications, experience, background and written examination result of an applicant for the grade of Member, the Examination Panel may elect that the applicant undertake an oral examination in order to further appraise aspects of the applicant's application and examination results. This oral examination shall be of a form which meets the requirements of these by-laws.
- 5.4 Re-Appraisal of Membership
- 5.4.1 All memberships will be validated every three years by the Examination Panel.
- 5.5 Appeals
- 5.5.1 An applicant has the right of appeal to the Board against the non-acceptance of their membership application within 30 days of the date of notice of non-acceptance.



## **6. CODE OF CONDUCT & CODE OF ETHICS**

- 6.1 All members shall subscribe to the Code of Conduct and Code of Ethics as detailed in Schedule A of these By-Laws.
- 6.2 In the event that the Board of the Australian Institute of Dangerous Goods Consultants receives a formal complaint from another member or third party alleging that a member has contravened the code of Practice or Code of Ethics, then the procedures for disciplining of members detailed in the Rules of Incorporation and these By-Laws shall be applied.



## 7. DISCIPLINING OF MEMBERS

- 7.1 Any person or the Institute may lodge a complaint against a member for a breach of the Code of Ethics or the Code of Conduct.
- 7.2 A member or the Institute may also lodge a complaint against a member for a breach of the By Laws.
- 7.3 A complaint must be in writing and addressed to the Secretary.
- 7.4 The Secretary must determine whether the complaint could constitute a breach of any of the provisions of the Code of Conduct or the Code of Ethics or the By Laws.
- 7.5 The Secretary must, within fourteen days of receiving the complaint –
- a) if the Secretary has formed the view that the complaint could not constitute a breach of either Code or the By Laws, advise the Complainant
    - i) of that fact; and
    - ii) alternative courses which the Complainant may follow (if any); and
    - iii) that the Complainant may appeal against the Secretary's determination and set out the process for appealing.
  - b) if the Secretary forms the view that the complaint could constitute a breach of either Code or the By Laws,
    - i) provide a copy of the complaint to the member;
    - ii) advise the member which provision or provisions of the Codes or the By Laws the Secretary believes may have been infringed;
    - iii) require the member to provide a written response to the Secretary within fourteen days of receipt of the letter.
    - iv) advise the member that the formal response may be forwarded to the Complainant, and that the member may also provide additional material so marked which will not be forwarded to the Complainant; and
    - v) notify the Complainant that the member has been provided with the complaint and required to respond to it.
- 7.6 The member must provide a written response to the Secretary within fourteen days of receiving the letter from the Secretary. Failure to do so constitutes a breach of the By Laws.
- 7.7 The Secretary must
- a) when a formal response is received from the member, forward a copy of it to the complainant and suggest the possibility of conciliation of the complaint, if appropriate;



- b) if no formal response is received from the member within twenty-one days, attempt to contact the member by alternative means and require an immediate response;
  - c) if no formal response is received within one month of receipt of the letter, advise the member and the Complainant
    - i) that the complaint will be forwarded to the Complaints Committee for a hearing; and
    - ii) of the procedure for hearing the Complaint.
- 7.8 When a) the Secretary receives a response from a member; and b) the Secretary receives further correspondence from the Complainant, the Secretary must decide whether –
- i) the Complaints Committee could find that a breach of either the Codes or the By Laws has been committed;
  - ii) the possible breach is so minor as not to warrant a hearing of the Committee;
  - iii) regardless of whether a hearing by the Committee should proceed, the Complainant would be best served by a process of conciliation, and must
  - iv) advise the Complainant of these decisions; and
  - v) invite the Complainant to respond.
- 7.9 A Complainant always has a right to a hearing of the Complaints Committee either –
- a) of the complaint; or
  - b) of the appeal against a decision of the Secretary that
    - i) the Complainant could not constitute a breach of either of the Codes or the By Laws; or
    - ii) the Complaints Committee could not find that a breach had been committed; or
    - iii) the breach is so minor as not to warrant a hearing of the Committee.
- 7.10 The Secretary may decide that a complaint should proceed to a hearing even if the Complainant does not wish to proceed. Conciliation of a matter between the member and the Complainant does not prevent the Secretary on behalf of the Institute proceeding with a complaint.
- 7.11 If a complaint is to be heard by the Complaints Committee, the Secretary must notify-
- a) the chair of the Complaints Committee
  - b) the Complainant, and



- c) the member complained against
- of the date, time and place for the hearing of the complaint and provide each with –
- a) a copy of the procedure for hearing the complaint;
  - b) the complaint, the response from the member and the Complainant response;
  - c) any correspondence between the Secretary and the Complainant.
- 7.12 The Complaints Committee consists of a number of members of whom only three, selected by the Chair, may hear any complaint.
- 7.13 The Chair of the Complaints Committee is selected by the Board as soon as possible after taking office and whenever the previous chair resigns or dies. The Chair must not be a member of the Board, but may be a member of the Institute.
- 7.14 The other members of the Complaints Committee are selected by the Chair and need not be members of the Institute when selected. It is preferable if one of the members of the Complaints Committee hearing the complaint has legal training and that at least one of the members of the Complaints Committee hearing the complaint has at least ten years experience as a consulting engineer in a discipline relevant to the complaint.
- 7.15 A person may not sit as a member of the Complaints Committee if that person –
- a) is employed by or a partner in the same business as any party to a complaint;
  - b) has any contractual relationship with or is a member of a firm or employee of a business which has a contractual relationship with any party to the appeal or any business in which any party is a partner or employee;
  - c) has a close friendship or familial relationship with any party to the appeal.
- 7.16 Hearings of the Complaints Committee must be held in private. With the consent of all parties, a hearing of the Complaints Committee may be conducted by telephone conference or video conference. Records of a hearing other than the result must be kept in a secure place which is not accessible by anyone other than the Secretary of the Institute.
- 7.17 The member may –
- a) before the date of the hearing provide the Secretary with a written statement in relation to the complaint and also provide any information which the member believes would be relevant in relation to penalty if the Complaints Committee should find the member guilty. (This does not affect the right to appear before the Committee);
  - b) appear before the Complaints Committee.
- 7.18 The Complaints Committee must –
- a) give the member or representative of the member an opportunity to be heard;
  - b) give due consideration to any written statement submitted by the member;



c) decide whether there has been a breach of a By Law or a provision of a Code.

7.19 If the Complaints Committee decides that there has been a breach of a By Law or a provision of a Code, it must then give the member, if present, an opportunity to make a submission in relation to the appropriate penalty.

7.20 The penalties which may be imposed by the Complaints Committee are –

- a) no penalty;
- b) a warning;
- c) suspension of qualification in one or more classes of dangerous goods for a stated period of time not exceeding six months;
- d) suspension of membership of the Institute for a period not exceeding one year;
- e) expulsion from membership of the Institute.

More than one penalty may be imposed at the one time. The Complaints Committee may, whether a penalty has been imposed or not, require the member to pay the costs of the Institute and any party to the complaint.

7.21 A decision of the majority of the members hearing the complaint shall be deemed to be the determination of the Complaints Committee.

7.22 The resignation of the member complained against shall not prevent the hearing and imposition of a penalty upon the member as long as the matter complained against took place during the period of membership.

7.23 The Secretary shall advise the Complainant and the member in writing of the decisions of the Complaints Committee. If a penalty has been imposed the Secretary shall also advise the other members of the Institute.

7.24 There is no appeal against the decision of the Complaints Committee.

7.25

- a) In this By-Law, the Secretary means the Secretary of the Institute.
- b) The Secretary may delegate the duties of Secretary under this By Law.
- c) The duties may be delegated to the Executive Officer.
- d) The duties may also be delegated to another member of the Board.
- e) That member must not have any relationship with any of the parties of a kind referred to in Clause 15.
- f) A delegation to a member of the Board must be consented to by the Board.
- g) If the Board will not hold a regular meeting within sufficient time to enable the processing of the complaint in accordance with the By Law, the President may consent to the delegation, unless the delegation is to the President.



## SCHEDULE A



## **CODE OF CONDUCT & CODE OF ETHICS**

### **1. INTRODUCTION**

- 1.1 This Code of Conduct and Code of Ethics are presented to provide the members of this Institute with a statute of exemplary standards for workplace ethics and professional conduct.
- 1.2 Such high standards of professional conduct will reflect the integrity of our members and this Institute, to both national
- 1.3 This level of recognition carries with it responsibilities of trust and integrity that members will:
  - a) Exercise honesty and impartiality in professional practices.
  - b) Display high levels of technical and judgement to the best of their abilities when providing their specialised consulting services.
  - c) Avoid undertaking projects which the member is not competent to accept and to state clearly where limited knowledge and expertise may exist.
  - d) Disclose financial or other interests that may impair professional judgement;
  - e) Accord professional respect for other Australasian Institute of Dangerous Goods Consultant Inc. members, refraining from personal criticism of another member and advancing the dignity, standing and reputation of this Institute and its members.
- 1.4 Our members shall therefore conduct themselves not only to merit, but also to protect the trust and integrity granted as a result of being a member of the Australasian Institute of Dangerous Goods Consultants Inc.
- 1.5 To this end, our members are required to comply with this Code of Conduct and the attached Code of Ethics.
- 1.6 As well, this organisation has been established to provide representation for our members to the various statutory bodies which determine workplace codes. Similarly, representation is to be sought on the relevant A/NZ Standards Committees.
- 1.7 This institute also will provide a facility for in-service training of its' members to ensure that those members maintain the latest dangerous goods information updates.





## **2. PROFESSIONAL COMPETENCY**

- 2.1 Membership to this institute will be by way of examination and assessment of competency, together with payment of the prescribed membership fee. This initiative will ensure that all members will attain an optimum level of theoretical competency.
- 2.2 Members shall be required to maintain ongoing in-service training in the use of relevant standards, codes, Acts and Regulations.
- 2.3 Members shall maintain a library and/or data base of the latest edition of A/NZ Standards and statutory Codes, Acts and Regulations relevant to their consultancy.
- 2.4 Members shall also maintain suitable reference journals and books in their library.
- 2.5 Members are urged to network and so to share workplace experiences.
- 2.6 Members shall ensure that all staff employed on their consultancy assignments are adequately trained.
- 2.7 Only members of this Institute shall sign off on projects accepted by their companies or their organisations, and so ensure that the highest standards are maintained.
- 2.8 Members will undertake assignments only where the consultant is competent in the required expertise. If some peripheral and allied components of the assignment are to be addressed where the consultant is not well skilled, then the consultant is to advise the client accordingly.
- 2.9 Members shall exercise professional judgement and technical skills to the best of the member's ability.
- 2.10 Members shall uphold and advance the dignity, standing and reputation of the Australasian Institute of Dangerous Goods Consultants Inc.



### **3. QUALITY MANAGEMENT SYSTEM**

- 3.1 It is recommended that all consultant members secure a letter of appointment from their client, or are authorised to accept services as a consultant by facsimile or letter - which clearly details each assignment.
- 3.2 Where such a letter of appointment is not provided, then it is recommended that the consultant will write a Letter of Confirmation to detail his/her understanding of the ambit of the assignment.
- 3.3 Each consultant member of this Institute is encouraged to implement an acceptable ongoing Quality Management System for controlling and monitoring the quality of their consultancy services.
- 3.4 Such a Quality Management System should be audited by a third party at relevant intervals.



#### **4. CONFIDENTIALITY**

- 4.1 All personal matters dealt with by the Board will be treated discreetly and in confidence.
- 4.2 Board members who abuse this obligation will, if found in breach, be asked to resign from the Board.



## **5. INTERVIEWS WITH THE THIRD PARTIES**

- 5.1 Members are urged not to participate in interviews with the media, police or other similar parties in concerns of their clients, other member's clients or this Institute. Where statements are legally required for some reason, they should be in writing and without further discussion. It is recommended that members gain advice from a solicitor before making any statements or comments to any statutory authority or to the media.
- 5.2 Should dialogue be required on behalf of the Australian Institute of Dangerous Goods Consultants, then the President is the only nominated member who may speak on behalf of this Institute.
- 5.3 Where members participate in interviews on their own behalf, then the member is fully accountable for their actions and comments. The member will not have any call whatsoever on this Institute for assistance both legally and financially.
- 5.4 Members should be aware of the incidence of being called upon as an expert witness. Members should first determine if their level of expertise is that of an expert witness and secondly to be prepared to be available for extended periods in quite uncomfortable court room situations.



## **6. LITIGATION**

- 6.1 Where members of the Australasian Institute of Dangerous Goods Consultants Inc. are subject to personal or company litigation, the Board of this Institute may under certain circumstances provide technical advice to that member. The Boards' advice must be able to be substantiated by National or State Act, Regulations, Codes and/or A/NZ Standards.
- 6.2 The Board's advice is to be provided by the President and verified by the Board, prior to the advice being given. Where insufficient time is available to convene a Board meeting, then the President or in his absence, the Vice President, must have his advice verified by a second Board member before this advice is tendered.
- 6.3 No member of the Board or member of this Institute may knowingly place this Institute in any situation, which is liable for litigation.



## 7. DISCLAIMER

- 7.1 Members are recommended to write Disclaimers on all technical assignment submissions.
- 7.2 A sample disclaimer is presented below:
- 7.3 However, members are responsible for the wording and format of the Disclaimer, which they use.
- 7.4 *Sample Disclaimer.*

***"The following comments and observations are based on information supplied to me during my, or our company's officers site visit(s) and subsequent data supplied from your office. Our recommendations are limited to matters pertaining to the relevant National and State Acts, Regulations and Codes and the A/NZ Standards.***

- a. ***Where reference is made to any individual person, then this should be seen as a reference to that person's part in the system management and operation and not to be regarded as a reflection on his/her competency or integrity.***
- b. ***Any matter not referred to in this report should not be regarded as having been inspected. Recommendations, where applicable, are subject to full compliance and approval by the National and State Authorities."***
- c. ***This report is confidential and is not to be made available to other parties without the prior consent of the client.***
- d. ***Where the contents of this report are subpoenaed in a Court of Law, they are only to be released on receipt of a written formal document. The client must be advised accordingly and forthwith.***



## **8. PROFESSIONAL LIABILITY AND OTHER INSURANCE COVER**

- 8.1 Members are recommended to secure adequate insurance cover to accommodate the magnitude of their assignments carried out.
- 8.2 The insurance cover recommended is as follows, but may not be limited to this basic protection.
  - a) Worker's Compensation Insurance.
  - b) Public Liability Insurance,
  - c) Office Contents, Instruments and Equipment Insurance,
  - d) Professional Indemnity Insurance, and
  - e) Where product is manufactured, then Product Liability Insurance should be taken.



## 9. CODE OF ETHICS

- 10.1 As a member of the Australasian Institute of Dangerous Goods Consultants Inc. I agree:
- a) To maintain the highest standard of business, professional and personal conduct and not disclose confidential client information without permission.
  - b) To provide professional opinions in an objective and truthful manner, avoiding statements that are untrue, demeaning, misleading or unethical.
  - c) To avoid misrepresentations of ones' skills and experiences and to undertake work only in areas of our competence, unless the client is informed of the members' limitations.
  - d) To recognise that the client may be vulnerable through lack of knowledge and/or experience and to use my skills to the clients' best interest.
  - e) To ensure that my workplace practices will always reflect the highest standard of work competence, diligence and integrity.
  - f) To disclose to the client, any financial or other conflict of interest related to the assignment.
  - g) To maintain a proper sense of responsibility to my clients, my employees, the profession, the community, and to the environment.
  - h) To ensure that all of my staff are qualified and competently trained to handle the assigned task.
  - i) To treat other members of the Australasian Institute of Dangerous Goods Consultants Inc. with professional respect and to refrain from public criticism of another member. This does not preclude members from providing responsible comment on another's work when called to do so. However, restraint should be exercised in carrying out the review in another members' work and criticism is to be confined to those points that are truly relevant and objectively important.
  - j) When carrying out a review of another members' work, to take reasonable steps to inform that member.
  - k) To refrain from taking over another members' work on a project unless the client has notified that member that their involvement has been terminated.
  - l) To take reasonable steps to ensure that a client, who overrules or neglects a member's advice is made aware of the possible consequences. This should be in written form.
  - m) To avoid being placed in a compromising position or under an obligation to a third party, in dealing with a client members should refuse anything other than fees for service from a client or third party for any extraordinary services provided to a project.





- n) To not knowingly omit from any finalised report, any information that would materially alter the conclusions that could be drawn from the report.
- o) To adhere to and respect my clients' policies, work ethics, work standards and safety practices and with the utmost integrity.
- p) To ensure that my company's workplace practices always reflect the highest possible standards and integrity.
- q) To acknowledge the worth of cultural, gender, race, religion, language and the national origin of people with which your company staff are required to work.



**10. COMMITMENT**

- 10.1 In applying for membership to the Australian Institute of Dangerous Goods Consultants Inc. I acknowledge that I have read and fully understand the Code of Conduct and Code of Ethics, as dated 4 July 2002.
  
- 10.2 I commit both myself and any of my staff whose work I endorse under my signature, to adhere to the best of our ability, to the principles of the above stated Code of Conduct and Code of Ethics.

Signed .....

Print name .....

Signature of Witness .....

Print name of Witness .....

Address of Witness .....

.....

Date .....