

Duty of care

This Code does not seek to replace or supersede any Employers' policies, in particular the duty of care owed to and imposed by such Employer. Members are, however, expected to be aware of, and diligently apply, such duty of care towards those for whose supervision or management they are entrusted in any capacity. This is especially important in dealings affecting those who might from time to time be at risk from any form of mistreatment, abuse, workplace stress, or injury. This duty of care should, in particular, extend to any vulnerable people, including those who suffer from any disability.

Reporting a suspected breach of this Code

If any Member has reason to believe that another Member has failed to comply with this Code, or has acted in a manner prejudicial to the interests of the Institute, he/she should write to the Chief Executive of the Institute giving full details and providing, where appropriate, any evidence of non-compliance or prejudicial behaviour.

Breaches of this Code of Practice

Cases of Members reported to have breached the Code shall be investigated by a committee of the Board established in accordance with Article 12 of the Articles of Association of the Institute and, where a case is proven, a Member may be admonished, suspended or removed from membership of the Institute depending upon the circumstances and gravity of the breach.

ILM Mission

"ILM aims to provide distinctive, innovative and comprehensive services to support all individuals and organisations wishing to initiate, improve and maintain their capability in leadership and management through: Membership services, qualifications, personal learning support, networking, publishing, promotion and representation."



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**Institute of Leadership
& Management**

Code of Practice for ILM members

Institute of Leadership and Management (ILM) is the leading professional body for management and leadership development and is part of the City & Guilds Group.

While every care is taken to ensure that what we print is accurate, we cannot accept liability for any errors or omissions and ILM cannot accept liability for loss or damage arising from use of information in this publication.

Introduction

When joining the Institute, Members undertake to abide by the Memorandum and Articles of Association and Bye-Laws of ILM. The Institute has a diverse membership and Members have varied roles and responsibilities.

The purpose of this Code is to ensure the commitment of Members to this Code. Members should therefore abide by the Code to maintain professional standards and protect and preserve the goals of the Institute. This Code does not take precedence over national law nor the professional codes of other institutes or associations to which a Member may belong. Members will at all times conduct themselves in a manner calculated to preserve and enhance the standing of the Institute.

Definitions

Throughout this Code the following definitions shall apply:

- 1 'Institute' shall mean Institute of Leadership & Management.
- 2 'Code' shall mean this Members' Code of Practice.
- 3 'Employer' shall mean Employer of a Member of the Institute and/or any third party to whom a Member provides a professional service.
- 4 'Members' shall mean Members of the Institute as defined in the Articles of Association and student members of the Institute.
- 5 'Board' shall mean the ILM Board as defined in the Articles of Association of the Institute.

In accordance with the Interpretation Act 1978 (s30), words imparting the singular number only shall include the plural number and vice versa; words imparting the masculine gender shall include the feminine gender and vice versa unless the context renders such extension illogical.

Principles

Members shall never misuse the authority vested in them as manager or leader for personal gain or prestige. They shall at all times act in a professional manner particularly by:

- a accepting responsibility for their own work and for those for whom they are responsible;
- b maintaining a high standard of integrity in all their business relationships whether inside or outside the organisation in which they are employed or retained;
- c fostering the highest possible standards of professional competence amongst those for whom they are responsible;
- d carrying out their duties and applying their knowledge and expertise with efficiency whilst optimising the use of all resources for which they are responsible;
- e seeking appropriate advice when faced with a situation recognised as being outside their area of expertise and knowledge;
- f complying with both the letter and spirit of:-
 - i) appropriate legislation of the country in which they work
 - ii) any obligations into which they may have entered
 - iii) professional guidelines which may be issued by the Institute; and
- g rejecting any business practices which might reasonably be deemed improper.

Guidance

When applying these principles, Members should seek to use the following guidelines:

- a to ensure, as far as they are capable, that efficient and effective training is available for their team members and to encourage them to undertake such training so that their competence and safety are enhanced;
- b to ensure that due recognition is given to the ideas of others and that every effort, compatible with efficiency, is made to help team members, colleagues and employers obtain optimum satisfaction and motivation;
- c to declare any personal interest which may impinge, or may be deemed by others to impinge, on a Member's impartiality in any matter relevant to their role;
- d to respect the confidentiality of information received in the course of duty and never misuse it for personal gain; information given in the course of duty should be accurate and not misleading;
- e in line with best practice, to continually develop their personal skills, knowledge and expertise;
- f to uphold the principle that equal consideration should be given to all, regardless of gender, marital status, sexual orientation, creed, colour, race or ethnic origin, religion, disability or nationality;
- g to be aware of the impact that their actions may have on the environment and the people around them.

"We define integrity

as those shared values, attitudes and behaviours that help us to act correctly in our lives and at home, at work and in society"

Roger Steare and Christopher Jamieson
Authors of *'Integrity in Practice'*

First for leaders and managers