

Code of Ethics

Issue No: 03

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General Principles

1. Each MOTIVA employee and partner organisation shall be guided by the highest standards of ethics, personal honour, engineering or scientific integrity and professional conduct.
2. Honesty, integrity, loyalty, fairness, impartiality, candour, fidelity to trust, and inviolability of confidence, except when required by law, are incumbent upon the professional conduct of all persons and organisations associated with MOTIVA.

Conduct in Relation to the Public

3. **All persons and organisations associated with MOTIVA Lab:**
 - a. Shall avoid and discourage sensational, exaggerated and unwarranted statements with regard to professional matters and shall not participate in an unsound or illegitimate undertaking.
 - b. Shall not knowingly permit the publication of his/her articles or reports for an unsound or illegitimate undertaking.
 - c. Shall not give a professional opinion, make a report, or give legal testimony without being as thoroughly informed as might reasonably be expected considering the purpose for which the opinion, report or testimony is desired, and the degree of completeness of the information upon which its is based should be made clear.
 - d. Shall not knowingly issue a false statement or false information even if directed to do so by employer or client.
 - e. Shall not falsely or maliciously attempt to injure the reputation or business of another person or organisation.
 - f. Shall freely give credit for work done by others to whom the credit is due and shall refrain from plagiarism in oral and written communications, and shall not knowingly accept credit rightfully due to another.
 - g. Shall endeavour to co-operate with others and will encourage the ethical dissemination of useful knowledge.
 - h. Shall not only strive to uphold these standards of ethics in precept and by example, but also, where necessary, to encourage by counsel and advice to other persons their adherence to such standards.
 - i. Shall not conduct themselves in any manner that would bring MOTIVA Lab into disrepute.

Conduct of Employees in Relation to Employers or Clients

4. **All persons employed by MOTIVA or by organisations associated with MOTIVA:**
 - a. Shall protect the interest of his/her employer or client so far as it is consistent with the public welfare and his/her professional obligations and ethics.
 - b. Shall consider alternatives if they find that their obligations to their employer or client conflicts with their professional obligations or ethics. They may choose alternatives to have such objectionable conditions corrected or resign.
 - c. Shall disclose to their prospective employer or client the existence of any interest which they hold, either directly or indirectly, having pertinent bearing on such employment.

- d. Shall not use, directly or indirectly, any employer's or client's confidential information in any way which is competitive, adverse or detrimental to the interests of the employer or client.
- e. Shall not, if retained by one client, accept, without the client's consent, an engagement by another where there is likely to be a conflict of interest.
- f. Shall not seek to profit economically from the information gained, if they have made an investigation for any employer or client, unless permission to do so is granted, or until it is clear that there can no longer be a conflict of interest with the original employer or client.
- g. Shall not divulge information provided to him/her in confidence, except when required to do so by law. Persons employed by organizations associated with MOTIVA which are also regulatory agencies and "authorities having jurisdiction" within the public sector, may be required by law to report any contravention of the laws they are duty-bound to enforce.
- h. Shall engage, or advise their employer or client to engage, and co-operate with, other experts and specialists whenever the employer's or client's interest would be best served by such service.
- i. Shall not accept a concealed fee for referring a client or employer to a specialist or for recommending professional services other than their own.

Certification

5. This is to certify that I have read and understand the above Code and agree to observe the Code while carrying out duties on behalf of MOTIVA. I also agree to abide and uphold the MOTIVA Conflict of Interest and Confidentiality Guideline.

Name

Witness

Signature

Signature (Witness)