



# Code of Practice for Registered Practices

March 2019

# Introduction

CIEEM is the professional body for ecologists and environmental managers. Both Membership and registration as a Registered Practice with CIEEM are recognised benchmarks of professionalism within the field of ecology and environmental management.

This Code of Practice applies to Registered Practices and not to Members (the Code of Practice for Members is entitled the “Code of Professional Conduct”).

Registered Practices are businesses or other organisations working in the field of ecology and environmental management which have met CIEEM’s Registered Practices Eligibility Criteria and are recognised and registered as such by CIEEM (in CIEEM’s Directory of Registered Practices).

CIEEM’s Registered Practices Eligibility Criteria sets the requirements for registration as a Registered Practice.

Registered Practices are committed to actively supporting CIEEM’s “Objects”, which are to:

- Advance the understanding and the standards of practice of ecology and environmental management for the benefit of the natural environment and the public good; and
- Further the conservation, management and enhancement of biodiversity and the maintenance of ecological processes and life support systems essential to a fully functional biosphere.

All Registered Practices are required to adhere fully to this Code of Practice; to cooperate fully with any inquiry into any alleged failures to comply with this Code of Practice; and to accept and comply with any decision arising from the Registered Practice Inquiry Process set out in the Registered Practices Inquiries Procedures in relation to any breach of this Code of Practice.

# Code of Practice for Registered Practices

## A Registered Practice must:

- 1) Be an ambassador for the good reputation of CIEEM and the profession by working to high standards of professional and business practice.**
- 2) Actively support CIEEM's Objects through the Registered Practice's work.**
- 3) Ensure that any business or other activity undertaken by the Registered Practice, and as far as possible undertaken by any agent, contractor or sub-contractor working on behalf of the Registered Practice, is conducted with honesty, openness and integrity and in compliance with the law of the countries in which it operates.**
- 4) Endeavour to treat all employees and workers in the Registered Practice fairly and in line with the CIEEM's guidance on Good Working Practices.**
- 5) Provide training and development opportunities to all employees and workers of the Registered Practice so that they are fully equipped with the knowledge and skills to work to the highest professional standards and levels of competence. Where trainee schemes, internships or similar work experience opportunities are provided for those interested in joining the profession, these should be provided in line with CIEEM's 'Guidelines on Providing Quality Work Experience in Ecology and Environmental Management'.**
- 6) Actively support all employees of the Registered Practice on their progression towards professional membership and through the professional membership grades.**
- 7) Fully address concerns and complaints raised by third parties against the Registered Practice in a timely and professional manner and in accordance with the Registered Practice's published complaints policy.**
- 8) Cooperate fully with, and provide assistance to, any inquiry undertaken by CIEEM into the adherence by the Registered Practice to this Code or the adherence of any employee, worker, agent, contractor or sub-contractor of the Registered Practice (who is a Member of CIEEM) to the CIEEM Code of Professional Conduct;**

## CODE OF PRACTICE FOR REGISTERED PRACTICES

---

- 9)** Ensure that the Registered Practice meets at all times the CIEEM Registered Practice Eligibility Criteria paragraphs 1, 2, 4, 5, 6, 7 and 8.
- 10)** Accept and comply with any decision arising from the Registered Practice Inquiry Process set out in the Registered Practices Inquiries Procedures in relation to any breach of this Code of Practice.
- 11)** Not to interfere with, frustrate or otherwise compromise, whether through any act or omission, the due process of any Registered Practice Inquiry Process undertaken under CIEEM's Registered Practices Inquiries Procedures or of any Professional Conduct Inquiry Process undertaken under CIEEM's Professional Conduct Inquiry Procedures.

A breach of this Code may, following the Registered Practice Inquiry Process, result in the removal of the Registered Practice status from the relevant business or organisation or other sanctions.

## Supplementary Notes

These Supplementary Notes are provided to aid interpretation of the Code of Practice for Registered Practices and set out a non-exhaustive list of factors which CIEEM may take into account when considering an alleged breach of the Code of Practice for Registered Practices.

A reference in the Code of Practice for Registered Practices or in these Supplementary Notes to any CIEEM document or policy is a reference to it as it is in force for the time being. If there is any inconsistency between any of the provisions of this Code of Practice for Registered Practices and any other CIEEM document to which it refers, the provisions of this Code shall prevail.

**1)** The Registered Practices scheme is designed to provide confidence to third parties that those businesses and organisations with Registered Practice status provide high quality products and services in accordance with industry standards and work to high standards of professional and business practice. To be effective in doing so, it is imperative that Registered Practices understand and accept their responsibilities, under this Code of Practice, to CIEEM and the profession as a whole.

Registered Practices are expected to promote and encourage adherence to good practice guidance and industry standards by employees, workers, agents, contractors and sub-contractors.

**2)** Registered Practices are expected to contribute actively to the achievement of CIEEM's Objects. An organisation or business applying for Registered Practice status will have set out how it does so in its application for Registered Practice status.

**3)** Registered Practices are expected to promote an organisational culture of acting honestly, transparently and in accordance with ethical principles such as impartiality and avoiding or managing conflicts of interest. Business relationships should be managed appropriately across the organisation, including using (where relevant) clear Terms and Conditions for commissioned work, providing transparent fees estimates and charges and having in place appropriate levels of professional indemnity and public liability insurance.

## CODE OF PRACTICE FOR REGISTERED PRACTICES

---

**4)** Registered Practices are expected to treat employees and workers fairly. Registered Practices must also comply with the minimum standards set out in the CIEEM guidance on Good Working Practices. For example, Registered Practices must ensure that working hours meet the requirements of relevant legislation.

**5)** All Members of CIEEM are required, as part of their membership obligation, to undertake a minimum amount of Continuing Professional Development (CPD) annually and it is also good practice for all employees and workers (whether members of CIEEM or not) to do the same. Registered Practices are accordingly expected to support their employees and workers in planning, undertaking, recording and reflecting on their learning and applying it in practice to support them with their professional development and to equip them with the knowledge and skills to allow them to operate to the highest professional standards and levels of competency. Support could include funding relevant CPD and providing opportunity for employees and workers to undertake CPD during work time.

**6)** Registered Practices are expected to encourage and support their employees and workers in their progression through the professional membership grades appropriate to their level of competence. This could take the form of using a performance review process to identify progression and opportunities to advance, providing work time for employees and workers to prepare applications and attend professional membership interviews if relevant, providing mentoring to employees and workers looking to upgrade their professional membership, covering application costs and subscription fees and/or rewarding achievement of a higher professional membership grade.

For those seeking to enter the profession, Registered Practices may provide support through the provision of work experience opportunities, internships, apprenticeships and graduate training schemes. Where provided, these should be in accordance with CIEEM's Guidelines on Providing Quality Work Experience in Ecology and Environmental Management and be designed to offer the applicant with as comprehensive a training experience as possible.

Registered Practices are also encouraged to, where possible, enable their employees and workers to support CIEEM through volunteering staff time and expertise.

**7)** Registered Practices are required to have a published complaints policy (this may be, but does not have to be, the model complaints policy provided by CIEEM) and to apply it fully in response to concerns or complaints from third parties. CIEEM will not intervene in complaints and disputes between Registered Practices and third parties. CIEEM does not provide a mediation or an appeal process for any third party whose complaint has not been upheld. However, a failure by a Registered Practice to address a complaint in accordance with its published policy or at all, may provide evidence of a breach of this Code.

The outcome of a third-party complaint to a Registered Practice relating to other clauses of this Code may provide evidence of a breach of this Code.

**8)** CIEEM will endeavour to investigate any alleged breach of this Code in a timely and thorough fashion. A Registered Practice must cooperate fully with any CIEEM inquiry into any alleged breach of this Code, or into any alleged breach by any Member of CIEEM (who is an employee, worker, agent, contractor or sub-contractor of a Registered Practice) of the CIEEM members' Code of Professional Practice. Registered Practices must not seek to frustrate or delay or otherwise compromise any such inquiry.

A breach of the Code of Professional Conduct by any employee, worker, agent, contractor or sub-contractor of a Registered Practice who is a Member of CIEEM does not necessarily mean that the Registered Practice is in breach of this Code. Where an employee, worker, agent, contractor or sub-contractor of the Registered Practice is found to be in breach of the Code of Professional Conduct, the Registered Practice may be asked to supply evidence of how it plans to support that person to improve their professional practice and address the issues that resulted in the breach.

**9)** Registered Practices must ensure that they meet the CIEEM Eligibility Criteria paragraphs 1, 2, 4, 5, 6, 7 and 8 and that they continue to do so for the duration of their registration as a Registered Practice.

**10)** Registered Practices agree to be bound by the decisions of the Registered Practices Conduct Panel in relation to their Registered Practice status and to abide by any directions given to Registered Practices in relation to their advertising of their Registered Practice status.

## Implementation of the Code

Alleged breaches of this Code may be raised by any Member or non-Member, whether an individual or an organisation, and may also be made by CIEEM. The process for investigating an alleged breach of this Code is set out in the Registered Practices Inquiries Procedures.

CIEEM will not normally progress an inquiry into alleged minor transgressions of this Code unless it forms part of a pattern of alleged repeated breaches.

When a Registered Practice is found to be in breach of this Code, in most cases it will result in the removal from the relevant organisation or business of the Registered Practice status and the removal of the relevant organisation or business from the Directory of Registered Practices for a minimum defined period not exceeding two years. However, in certain circumstances Registered Practices may be given a 'notice to improve' and be allowed to retain their Registered Practices status provided that the necessary improvement(s) can be evidenced within a prescribed time period not exceeding 12 months.

## Contact Us

CIEEM  
43 Southgate Street  
Winchester  
Hampshire  
SO23 9EH

T: +44 (0)1962 868626  
E: [enquiries@cieem.net](mailto:enquiries@cieem.net)



---

Championing a sustainable  
natural environment