



APM Code of Professional Conduct

**THE CHARTERED BODY FOR THE
PROJECT PROFESSION**

Interpretation

In these rules:

- 'APM' or 'Association' means the Association for Project Management.
- 'ChPP' means a Chartered Project Professional entered onto the Register of Chartered Project Professionals. ChPPs may or may not also be Members.
- 'Code' means this Code of Professional Conduct.
- 'Member' means any individual member of APM, irrespective of their grade.

Introduction and Scope

All leading professional bodies, such as APM, have a code of conduct to set standards so as to guide professionals and raise the level of trust and confidence of the public in the profession.

All Members and ChPPs express their commitment to the Code when they join APM as members or are entered onto the Register of Chartered Project Professionals. They agree to accept subsequent changes to the Code which may be agreed from time to time by the board of APM. The Code applies to all ChPPs and all Members irrespective of their grade and in which country they practice and whether acting in a professional or voluntary capacity.

The rules and procedures for dealing with any allegation of infringement against the Code are described separately in the APM Professional Conduct Procedural Rules. This code and the rules are available to the public.

1. The Code

1.1 APM is a professional body incorporated by Charter representing all those who have an interest in developing and promoting the professional disciplines of project, programme and portfolio management. Its objects are to advance the science, theory and practice of project and programme management for the public benefit.

1.2 Members and ChPPs are knowledgeable, skilled and experienced professionals recognised worldwide. The Code applies to all Members and ChPPs, wherever in the world they practise.

1.3 Without prejudice to the judgement of an assessor or the Professional Conduct Committee, Members and ChPPs must apply the Code commensurate with the scope of their knowledge, skills, professional experience and grade.

2. Purpose of the Code

2.1 The Code sets out the elements of professional standards and ethical behaviour which the Association requires from Members and ChPPs, and it shall be binding on them.

2.2 Both professionalism and ethics relate to proper, acceptable conduct. Professionalism is demonstrable awareness and application of competences and qualities, including knowledge, and appropriate skills. Ethics covers the conduct and behaviours recognised by the Association as appropriate for the profession.

2.3 In recognition of their obligations to clients, employers, the public at large and to the profession, all Members and ChPPs declare that they will comply with the Code and other requirements and conditions to ensure continuing membership of APM and/or entry to the Register of Chartered Project Professionals. APM may issue non-binding guidance to assist in the interpretation of the Code.

3. Application of the Code

3.1 In the event of a Member or ChPP being:

- a) the subject of a formal allegation of a breach of the Code (other than a 'complaint' within the meaning of APM's Professional Conduct Procedural Rules);
- b) the subject of a caution in respect of any criminal offence;
- c) convicted of any criminal offence, except:
 - i. an offence for which liability is capable of being discharged by payment of a fixed penalty, or
 - ii. an offence which has as its main ingredient the unlawful parking of a vehicle;
- d) being made subject to an absolute discharge, conditional discharge or bind-over arising from criminal proceedings;
- e) disqualified from acting as a company director or as a charity trustee;
- f) dismissed from the public sector as a result of a breach of the Civil Service Code; or
- g) removed from the membership of another Professional Association,

(in each case regardless of the jurisdiction in which the circumstances occurred) the Member or ChPP must provide details to APM as soon as reasonably practicable and, in any event, within 30 days of receiving formal notice of the matter from the relevant body. Failing to provide information to APM may itself give rise to disciplinary proceedings.

3.2 Members and ChPPs may be liable to a range of sanctions, which may include expulsion from the Association and/or removal from the Register of Chartered Project Professionals, if the assessor and/or committee determines that he or she has breached the Code.

3.3 The provisions of the Code shall apply to all Members and ChPPs; and all Members and ChPPs are expected to follow the spirit, as well as the letter of it.

3.4 The Code is made in accordance with, and applied under, the Charter and regulations of APM.

4. Standards of professional conduct

4.1 Members and ChPPs shall exercise relevant competence in accordance with professional standards and qualifications, such as the *APM Body of Knowledge* and the *APM Competence Framework*. Members and ChPPs shall also:

- a) observe the various requirements of the Code at all times;
- b) act with honesty, integrity and probity in relationships with other professionals, both

within and outside the Association, as well as with non-professionals and the wider public;

- c) have due regard to public health, safety and the environment; and
- d) ensure that they have knowledge and understanding of relevant legislation, regulations and standards and comply with such requirements.

4.2 In paragraph 4.1, 'relevant competence' means the standard of competence reasonably expected of a Member or ChPP when practising as a project manager, or undertaking other functions in the sphere of project management.

5. Personal responsibilities

5.1 Members and ChPPs have personal responsibilities which go beyond those immediately implied by their contract with employers or clients. Members and ChPPs shall:

- a) act honestly and promptly and in such a manner to ensure that their client is not misled, offering appropriate professional advice and guidance;
- b) respect the confidentiality of their client information;
- c) act in the best interests of their employer and clients in all business and professional matters, taking account of the wider public interest concerns and those of any employee or colleague;
- d) exercise sound judgement and professional discretion to ensure the public interests are safeguarded;
- e) ensure that their professional skills are kept up-to-date and enhanced by continuing professional development (CPD), training and education in accordance with the APM CPD scheme;
- f) claim expertise only in areas where their skills and knowledge are demonstrably adequate;
- g) declare and appropriately manage all matters which are, or could be construed as, a conflict of interests;
- h) not give or accept any gifts, payment or inducement of more than nominal value to or from people with a business relationship with employers or clients, nor accept inducements from third parties;
- i) be accurate in reporting and realistic in forecasting;
- j) accept responsibility for their actions; and
- k) act with due skill, care and diligence.

6. Responsibility to the profession and to the Association

6.1 Members and ChPPs have a responsibility to promote the profession in the best possible manner at all times. Members and ChPPs shall:

- a) conduct themselves in such a way as to uphold and enhance the standing and reputation of the profession;

- b) behave in a way which enhances the reputation and credibility of themselves and their employer and the profession;
- c) not discriminate against others on any ground including, but not limited to, race, nationality, gender, sexual orientation, religion, disability or age;
- d) co-operate fully with the Association, and submit promptly any information the Association may reasonably require;
- e) refrain from ascribing views to, or speaking on behalf of, the Association unless authorised so to do;
- f) encourage and assist the professional development of staff and colleagues;
- g) disclose promptly in writing to the company secretary of the Association if he or she is subject to any of the instances set out in 3.1 above; and
- h) report breaches of the Code to the chief executive of the Association.

7. Standards for ethical conduct

7.1 Professional ethical behaviour is about doing things 'right' so that it complies with the norms of ethical behaviour and public interest such that it could, if necessary, withstand intense public scrutiny.

7.2 Members and ChPPs have a duty to report observations or concerns about ethically questionable behaviour of other Members and ChPPs so that they can be properly investigated and resolved.

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