



APM Code of Professional Conduct

Introduction

All leading professional bodies such as APM have a code of conduct to set standards to guide the member and raise the level of trust and confidence of the public in the profession. All members express their commitment to the code when they join APM and to subsequent changes to the code which may be agreed from time to time. 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. APM Code of Professional Conduct

- 1.1 APM is a professional body 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 APM members are knowledgeable, skilled and experienced professionals recognised worldwide. This code applies to all APM members, wherever in the world they practise.
- 1.3 APM members apply this knowledge, skill and experience commensurate with their grade of membership.

2. Purpose of the code

- 2.1 The code of professional conduct sets out the elements of professional standards and ethical behaviour which the association requires from members and shall be binding on all members of the association.
- 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 within the association as appropriate for the project and programme management profession.
- 2.3 In recognition of their obligations to clients, employers, the public at large and to the profession, all members declare that they will comply with the association's code of professional conduct and other requirements and conditions to ensure continuing membership of APM.

3. Application of the code

- 3.1 In the event of a member being:
 - a) the subject of an allegation of a breach of this code;
 - b) convicted of a criminal offence which could result on first conviction in a custodial sentence;
 - c) disqualified from acting as a company director or as a charity trustee;
 - d) dismissed from the public sector as a result of a breach of the Civil Service Code; or
 - e) removed from the membership of another Professional Association;

the matter may be referred to the Professional Conduct Committee. It will be dealt with according to the terms of reference of that committee and the Professional Conduct Procedural Rules.

- 3.2 A member may be liable to a range of sanctions, which may include expulsion from the association, if the committee determines that he or she has breached this code.
- 3.3 The provisions of this code shall apply to all members; and all members are expected to follow the spirit, as well as the letter of it.
- 3.4 This code is made in accordance with, and applied under, the regulations of APM.

4. Standards of professional conduct

- 4.1 Members shall exercise relevant competence in accordance with the association's professional standards and qualifications, as underpinned by the *APM Body of Knowledge* and the *APM Competence Framework*. Members shall also:
 - a) observe the various requirements of this code at all times;
 - b) act with integrity 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' means the standard of competence reasonably expected of a member of APM when practising as a project manager, or undertaking other functions in the sphere of project management.

5. Personal responsibilities

- 5.1 Members have personal responsibilities which go beyond those immediately implied by their contract with employers or clients. Members 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 through 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 have a responsibility to promote the profession in the best possible manner at all times. Members shall:

- a) conduct themselves in such a way as to uphold and enhance the standing and reputation of the profession;
- b) uphold the values and mission of the association and behave in a way which enhances the reputation and credibility of themselves, their employer and the association;
- c) co-operate fully with the association, and submit promptly any information the association may reasonably require;
- d) refrain from ascribing views to, or speaking on behalf of, the association unless authorised so to do;
- e) encourage and assist the professional development of staff and colleagues;
- f) 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
- g) report breaches of this 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 Project professionals have a duty to report observations or concerns about ethically questionable behaviour so that they can be properly investigated and resolved.

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