# Ethics and professional Conducts for Civil engineers

ASCE Guideline

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# 1. Conflict of Interest

- All professional and business decisions shall be made in the best interest of the public, the client, the employer, and the profession.
- Avoid any relationship, influence, or activity that may be perceived to, or actually, damage their ability to make objective and just decisions when performing their work.
- When in doubt, they should share the facts of the situation with their leadership and work to resolve the conflict.

# 2. Ensuring Legal Compliance

- Engineers shall conduct their professional lives in accordance with applicable laws and regulations.
- Compliance with laws does not necessarily fulfill an engineer entire ethical responsibility, but it is paramount for performance of one's professional duties.

# 3. Employee and Public Safety

- Engineers shall be committed to maintaining a drug-and alcohol-free, safe, and healthy work environment.
- Engineers shall comply with applicable environmental, health, safety laws and regulations.

# 4. Workplace Quality

- Providing a safe and healthful workplace environment that ensures all employees have the opportunity to achieve excellence is the responsibility of every engineer.
- Harassment, racism, or discriminatory behavior of any kind shall not be tolerated.

# 5. Use and Protection of Employer's Assets

- An employer's property shall not be used for personal benefit, nor shall it be loaned, sold, or given away without authorization from the employers.
  - Removing employer's assets from the workplace.
  - Internet and electronic e-mail.
    - Distribute unauthorized material.
    - Using email for personal activities.

# 6. Maintain Accurate and Complete Records

- Transactions between a company or its affiliates and its client, vendors, regulators, outside individuals, and organizations shall entered in the employer's records promptly, accurately, and honestly.
- Misrepresenting facts or falsifying records is illegal.

# 7. Gifts, Meals, Services, and Entrainment

- Improper to request, accept, or offer anything that could reasonably be constructed as an attempt to influence the performance or judgment of *another*, or to favor a customer, supplier, or competitors. Include:
  - Receipt of gifts,
  - Payments,
  - Travel, or
  - Other benefits from an existing/potential customers, suppliers, competitors, or other.
- Ask question before accepting any gifts!
- Meals for business may be accepted.

# 8. Confidential or Proprietary Information

- Engineers must respect confidentiality of employers, clients, or even competitors by protecting the confidentiality and security of documents and related information.
- To preserve confidentiality, the disclosure and discussion of confidential or competitive information should be limited to those who specifically need to know the information.

# 9. Outside Employment/Activities

- Outside employment or business activity shall not create, or appear to create, a conflict of interest.
- Company time or facilities shall not be used in the conduct of outside employment or personal business activities without the employer's prior knowledge and approval.

# 10. Purchases of Goods and Services

- All sales and purchases by the employer should be based on price, service, quality, and the consistency and dependability of the business relationships underlying each transaction.
- It is inappropriate to pass proprietary information (pricing/quotation) from one vendor to another.

# 11. Bribes and Kickbacks

- Engineers prohibits to offering or accepting bribes, kickbacks, and other forms of payoffs and benefits to or from suppliers, regulators, government officials, trade allies, or customers.
- See Guideline 7.

# 12. Relationships with Competitors

- Discussions with existing or potential competitors regarding common issues shall be conducted with care to protect all employer information that may be of
  - a sensitive or proprietary nature or
  - that could otherwise benefit competing parties.

# 13. Relationships with Clients, Outside Contractors, and Consultants

- Clients, outside contractors, and consultants shall be treated honestly, without discrimination or deception, in a manner conforming to local and national laws and consistent with good business practices.

# 14. Environmental Protection

- The employer and engineers shall comply with both the letter and the spirit of applicable environmental laws and foster an open and constructive relationship with regulatory agencies, environmental groups, other engineers, and the public with respect to environmental issues.

# 15. Whistle Blowing

- "Whistle blowing" describes the action taken by an employee who notifies outside authorities that employer is breaking a law, rule, or regulation or it is otherwise posing a direct threat to safety, health, or welfare of the public.
- Employees who "blow the whistle" on their employers are afforded citrine protections under U.S. law.
- Simply complaining to someone inside the company is not whistle blowing.