



## CODE of CONDUCT

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## 1. Definitions

Throughout this document the following terms have the meanings indicated:

<b>MEMBER:</b>	A company, partnership, firm, individual or other trading entity which is a paid up member of the IECO.
<b>CLIENT COMPANY</b>	A company or organisation to whom MEMBER provides services.
<b>CONTRACTOR</b>	A non MEMBER third party company, organisation or individual that provides services to CLIENT COMPANY.
<b>REPRESENTATIVE(s)</b>	An individual(s) who carries out a MEMBER's contractual obligations.

## 2. Policy statement.

- 2.1.** Any action taken by any MEMBER or their REPRESENTATIVES in following this Code of Practice shall not relieve the MEMBER, of his legal or contractual obligations.
- 2.2.** IECO wishes to promote a unified approach to consultancy practice as applied to geoscience, survey and HSE projects with a view to enhancing the value of Consultants in the Energy sector of industry.
- 2.3.** The objectives of IECO are:
- 2.3.1. To foster and promote the highest professional, business and ethical standards and to deliver guidelines and disseminate information (where appropriate) to assist members to implement these standards.
  - 2.3.2. To provide a forum where the special interests of geoscience, survey and HSE consultants in the Energy Industry can be discussed and to promote the interests of members working within that industry.
  - 2.3.3. To constitute a representative body which can act as a channel of communication between members, client companies, contractors and the industry generally.
  - 2.3.4. To promote safe working practices and safety awareness and to assist members in formulating and maintaining health and safety policies and standards.
  - 2.3.5. To encourage members to initiate and subsequently to support, a quality management approach to their work in the energy industry.
  - 2.3.6. To promote environmentally sound working practices and environmental awareness and to assist members in formulating and maintaining environmental policies and standards.
  - 2.3.7. To maintain the highest standards of awareness of available technology by pursuit of continuing professional development (CDP) and training.
  - 2.3.8. To publish documents and arrange seminars or similar information sessions that IECO may consider appropriate to promote its objectives.
  - 2.3.9. To identify and promote the membership as the source of experience, knowledge, solutions and education for geoscience, survey and HSE within the Energy sector.
- 2.4.** This Code of Practice has been produced in furtherance of these objectives. MEMBERS accept and endorse this Code and will ensure, as far as is reasonably possible, that all REPRESENTATIVES engaged by them, whether directly employed or not, comply with its provisions.

### 3. Professional standards.

- 3.1. MEMBERS acknowledge a responsibility to ensure that all REPRESENTATIVES they engage, whether directly employed or not, are appropriately qualified and experienced.
- 3.2. MEMBERS will seek by all reasonable means to verify the qualifications and work experience of all REPRESENTATIVES they engage, whether directly employed or not.
- 3.3. MEMBERS will accept only those assignments for which they and their REPRESENTATIVES are qualified, and which they are able to carry out.
- 3.4. MEMBERS will implement and maintain written management procedures which align with recognised international standards.

### 4. Professional Conduct

- 4.1. MEMBERS tendering for, or entering into a contract for, the provision of services will declare to CLIENT COMPANY if a conflict of interest arises.
- 4.2. MEMBERS will ensure that all work undertaken is completed diligently, impartially and with integrity.
- 4.3. MEMBERS will ensure that all reporting is accurate, objective, and timely.
- 4.4. MEMBERS will keep strictly confidential all information on CLIENT COMPANY and CONTRACTOR(S) gained in the course of providing services. MEMBERS will ensure so far as legally possible that all REPRESENTATIVES engaged, whether directly employed or not, are bound by this undertaking.
- 4.5. MEMBERS endorse the Complaints Procedure (Section 6) and will cooperate fully in implementing the procedure.

### 5. Health, Safety & Environment

- 5.1. MEMBERS will seek to set a clear leadership example in promoting health, safety and environmental awareness.
- 5.2. MEMBERS will seek by all reasonable means to safeguard the health and safety of all their REPRESENTATIVES, and to promote their individual physical and mental well being through the application of high standards of occupational health and safety.
- 5.3. MEMBERS will seek to improve, by all means possible including example, the environmental awareness of all parties engaged in projects with which MEMBERS are involved
- 5.4. MEMBERS will provide adequate resources and contingency planning to ensure the welfare of their REPRESENTATIVES. Where their

REPRESENTATIVES are deployed on field assignments MEMBERS will make adequate provision for emergency medical evacuation and treatment.

- 5.5. MEMBERS will provide their REPRESENTATIVES with adequate Health, Safety and Environment training and guidance for the area and environment in which they will be working. REPRESENTATIVES assigned or proposed for field assignments will be provided as a minimum with the latest edition of the appropriate IAGC and OGP HSE documents listed in References section of this Code.
- 5.6. MEMBERS will operate a strict policy against substance abuse and will cooperate with CLIENT COMPANIES and CONTRACTORS in deterring and combating such abuse.
- 5.7. MEMBERS will cooperate with and participate in HSE Audits, Assessments or Exercises initiated by CLIENT COMPANIES and/or CONTRACTORS.
- 5.8. MEMBERS will have a documented HSE Management System, including a written HSE policy statement, which is compatible, in its application to the services provided, with that of their CLIENT COMPANY

## 6. Complaints procedure

- 6.1. IECO has established a “*Complaints Procedure*” published as a separate document with the purpose of preventing vague and unsubstantiated criticism of MEMBER’S REPRESENTATIVES by either CLIENT COMPANIES or CONTRACTORS, and to provide an effective and practical method of dealing with complaints between a MEMBER and CLIENT COMPANY or CONTRACTOR working together on field operations.

## 7. References.

IAGC Safety Manuals for Land and Marine Operations.  
IAGC Environmental Guidelines.  
OGP 245 HSE auditing  
OGP 358 Joint OGP IAGC position paper marine mammals  
OGP 387 Travel guide  
OGP 392 Managing fatigue in the workplace  
OGP 398 Health aspects of work in extreme climates  
OGP 403 Learning from major incidents  
OGP 423 HSE Management Guidelines  
OGP 432 Managing HSE in a Geophysical Contract