



Fact Sheet about reporting a potential breach of the Code of Professional Conduct

Members must observe ITI's Code of Professional Conduct ("the Code"). Allegations of breaches of the Code are taken very seriously. There is a Procedure for Dealing with Reported Breaches of the Code of Professional Conduct, available to anyone on request.

A report of a breach may be notified by a member, by a non-member or by the Institute.

Professional Conduct Committee

The Professional Conduct Committee (PCC) considers potential breaches of the Code by members of ITI. The PCC Chair and Chief Executive will carry out a preliminary review of the notified breach to determine how it is to be handled.

If appropriate, independent mediation will be offered to reach an outcome that is acceptable to both the Notifier and the member alleged to have breached the Code. If the mediated resolution does not serve the interests of ITI, or the mediation does not achieve a resolution, the breach shall be submitted for independent investigation.

A disciplinary hearing panel will be appointed to consider the independent investigation report and any evidence and/or oral submissions from the Notifier and member. If the disciplinary panel decides that there has been a breach of the Code of Professional Conduct they will then consider the appropriate sanction to be imposed.

Time taken to investigate a complaint

The time taken will depend on the complexity of the case, the amount of documentation to be considered and whether the alleged breach can be resolved by mediation or has to be considered by a disciplinary hearing panel. It may take up to two months before a decision can be reached.

Disciplinary action

If the Panel finds that a member has breached the Code, the Institute may:

1. Request an undertaking from the member as to their future conduct or to undertake appropriate training;
2. Issue a written warning to the member;
3. Suspend the member's membership of the Institute; or
4. Terminate the member's membership.
5. Award Costs of failed mediation, the investigation and the hearing

What happens depends on the severity of the breach of the Code.

If I wish to notify ITI of a potential breach, what do I do now?

You should download the Notification form and use this to submit your complaint.