

## Ethics Committee Complaints Procedure

### 1. Introduction

- (i) Reference is made to the results of Questionnaire conducted by the Chamber of Engineers (CoE) in 2015, regarding Ethics in the Engineering Profession, in which a high percentage of respondents stated that they would prefer to report cases of infringements of the Code of Ethics to the CoE rather than to the Engineering Board directly.
- (ii) Reference is made to Articles 7(b) and (c) of the Engineering Profession Act which state that the functions of the Engineering Board, inter alia, are:

*(b) to hold enquiries regarding any charge of professional misconduct or abuse made against any engineer in connection with the exercise of his profession or with professional matters, saving the provisions of the criminal code or of any other law;*

*(c) to deal with cases leading to the suspension or withdrawal of a warrant, or of a special licence granted under article 5, as provided by or under this act;*

### 2. Rules

In view of the above, the Ethics Committee, has adopted the following procedural rules when a complaint is lodged with the CoE.

1. Complaint from any member of the profession or the general public is to be made in writing on the prescribed form and addressed to the President of the CoE.
2. The original source of the complaint is to be indicated by the complainant in his correspondence with the Secretary General. Complaints based on hearsay or anonymity will not be admitted.
3. An acknowledgement (signed by the General Secretary of the CoE) will be sent to the complainant.
4. The complaint will be referred to the Chairman of the Ethics Committee for processing.
5. A copy of the complaint shall be forwarded to the engineer against whom the complaint is made. The engineer will be asked to give his reply in writing within ten (10) working days of receipt, a copy of which will be forwarded to the complainant.

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6. the Committee may ask the complainant and/or any other person it deems necessary, to attend for an interview with the Committee.
  7. The Ethics Committee will scrutinise the complaint and decide whether the:
    - (i) complaint is frivolous;
    - (ii) nature of the complaint falls within the remit of the CoE;
    - (iii) nature of the complaint falls within the remit of the Engineering Board.
  8. The conclusion reached by the Ethics Committee shall be forwarded to the president of the CoE.
  9. The complainant will be advised of the final decision of the committee. In the case of a frivolous complaint, this will be dropped and the complainant advised accordingly.
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**Raised by** : \_\_\_\_\_ **Organisation** : \_\_\_\_\_  
*(name)* *(as applicable)*

**Against** : \_\_\_\_\_ **Form of identification** : \_\_\_\_\_  
*(name)* *(CoE membership or ID  
Card No. or passport No.)*

**Signature** : \_\_\_\_\_ **Complaint raised on** : \_\_\_\_\_

### *For Administrative Use*

#### Ruling of the Ethics Committee:

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Chairperson (Name) : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

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**Follow-up and Verification:**

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**Verified by** : Council of the CoE  Ethics Committee

**Responsible Person's name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

**Date when case was closed** : \_\_\_\_\_  
*(as applicable)*

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