



SPILL ACCREDITATION

ISAS SPILL CONTRACTORS ACCREDITATION SCHEME

CODE OF CONDUCT 2024

1.0 Introduction

- 1.1 All ISAS Accredited Contractors have committed to abide by the following Code of Conduct. Accredited companies are subject to regular capability and compliance auditing by independent ISAS Accreditation Scheme Assessors.
- 1.2 For the avoidance of doubt this code of conduct applies to operations of ISAS Accredited contractors in the UK, Ireland and internationally.

2.0 General

- 2.1 ISAS Accredited Contractors shall maintain professional and ethical standards so as to uphold the dignity and reputation of their profession. They shall exercise their professional skill and judgement and discharge their professional responsibilities with independence of thought and action, objectivity and integrity.
- 2.2 ISAS Accredited Contractors shall uphold the good reputation of ISAS, in the spill response and remediation sector by seeking to achieve and maintain the highest standards of professional expertise, operational and business practice. ISAS Accredited contractors shall only promote services for which they are capable, competent and accredited to provide
- 2.3 ISAS Accredited Contractors shall ensure compliance with all relevant sector related legislation and regulation, striving to lead in using and establishing sector best-practice and a risk-based approach to spill response and remediation where appropriate.
- 2.4 ISAS Accredited Contractors shall conduct all activity with honesty, professional integrity and diligence; treating staff with fairness, respect and dignity and complying with the laws of the countries in which they operate, including, but not restricted to, all relevant environmental and health and safety legislation.

- 2.5 ISAS Accredited Contractors shall develop and train staff so that they are fully competent in their role and equipped with the knowledge and skills to work to high professional standards.
- 2.6 ISAS Accredited Contractors shall recommend that any risk of environmental damage be reported to the relevant regulatory body and co-operate fully with any investigation conducted by either regulatory bodies or ISAS.
- 2.7 ISAS Accredited Contractors shall comply with the ISAS reporting requirements.
- 2.8 ISAS Accredited contractors should display the ISAS Accredited logo on their website
- 2.9 When subcontracting work ISAS Accredited Contractors are strongly encouraged to use ISAS Accredited Contractors

3.0 Client relations

- 3.1 In matters relating to a client's affairs, ISAS Accredited Contractors shall act in the legitimate interests of the client.
- 3.2 ISAS Accredited Contractors shall not enter into any arrangement which might detract from the objectivity and impartiality of advice given to the client.
- 3.3 ISAS Accredited Contractors shall disclose, at the earliest opportunity, any special relationships, circumstances or business interests which might influence or impair, or could be seen by the client or others to influence or impair, the ISAS Accredited Contractors' judgement or objectivity on a particular assignment.

4.0 Professional standards

- 4.1 ISAS Accredited contractors shall:
 - a) Only accept work for which they are competent and have capacity and accreditation to undertake.
 - b) Work in accordance with the expected standards produced by ISAS and ensuring that they foster the appropriate standards of professional competence amongst those for whom they are responsible.
 - c) Comply with the letter and the spirit of:
 - i. Any contractual obligations.
 - ii. Any relevant and reasonable guidance which may from time to time be issued by ISAS.

- d) Reject any business practice which might reasonably be deemed improper or illegal.
- e) Keep confidential all confidential information regarding the client's business and staff.
- f) Set and to seek to agree terms of remuneration and the basis of calculation thereof with the client in advance, or define and agree terms of engagement, the nature of an assignment to be carried out, how the work will be performed, the desired outcomes of the assignments, how performance will be evaluated, the terms of remuneration, and the basis of calculation thereof, and the provision for termination.

5.0 Reviewing or taking over work

- 5.1 ISAS accredited contractors shall not take over the work of another accredited contractor until that accredited contractor's appointment has been terminated or has come to an end.
- 5.2 ISAS accredited contractors shall not deliberately set out to denigrate the work of other accredited contractors.

6.0 Insurance

- 6.1 ISAS Accredited Contractors shall maintain appropriate insurance arrangements at all times for the services provided.

7.0 Fairness to others

- 7.1 ISAS accredited contractors shall:
 - a) At all times act so as to maintain or improve the status of spill response and remediation as a profession.
 - b) Act with fairness and integrity towards all persons with whom their work is connected.
 - c) Treat fellow ISAS accredited contractors, with professionalism, courtesy and seek to negotiate equitable solutions in the case of dispute.

8.0 Complaints procedure

- 8.1 Where there has been a material breach of this Code of Conduct by an ISAS accredited contractor, and it has been brought to the attention of the ISAS, it shall be put before the ISAS board, but only after the accredited contractor has been allowed due time to comment on the allegation.

8.2 Where, following the completion of the ISAS complaint review, a finding is made that there has been a breach of the Code of Conduct, the Board may recommend, inter alia, the following sanctions:

- a) Reprimand.
- b) Conditions imposed on continued ISAS accreditation.
- c) Suspension from the ISAS accreditation scheme.
- d) Expulsion from ISAS accreditation scheme.