

CANONS OF ETHICS
for the
Institute of Noise Control Engineering of the USA

PREAMBLE

Noise control engineering is an important and learned profession crossing many branches of science and engineering. The members of the profession recognize that their work has a direct and vital impact on the quality of life for all people, and protects and preserves human hearing from the effects of excessive noise exposure. Accordingly, members of the Institute of Noise Control Engineering of the United States of America (INCE) must be honest, impartial, fair and equitable, and must be dedicated to the protection of the public health, safety, and welfare in the practice of their professional work. INCE members' practice and professional behavior must adhere to the highest principles of ethical conduct out of regard for the public, clients, employees, the profession at large, and the Institute of Noise Control Engineering itself.

I. FUNDAMENTAL CANONS

1. Hold paramount the safety, health and welfare of the public.
2. Provide services only in areas of their competence.
3. Issue public statements in an objective and truthful manner.
4. Act as faithful agents or trustees in all professional matters concerning their employers, clients, and the Institute.
5. Avoid improper solicitation of professional assignments, and deal with all professional colleagues, collaborators, and client personnel in a highly ethical manner under the rules of practice enumerated in these Canons.

II. RULES OF PRACTICE

1. INCE members shall hold paramount the safety, health, and welfare of the public in the performance of their professional duties and shall:
 - a. Notify their client and such other authority as may be appropriate, if their professional judgment is overruled under circumstances where the public safety, health, property, or welfare are endangered.
 - b. Approve only noise control engineering studies, reports, or work which, to the best of their knowledge and belief, is safe for public health, property, and welfare and in conformance with accepted practice.
 - c. Not reveal facts, data or information obtained in a professional capacity without the proper consent of their client or their employer except as authorized or by law or by these Canons.
 - d. Not permit the illegal use of their name or their firm's name.
 - e. Not associate in business ventures with any person or firm which they have reason to believe is engaging in or intends to engage in fraudulent or dishonest business or professional practices.
 - f. Cooperate with proper authorities by furnishing requested information or assistance in inquiries into violations of these Canons.

2. INCE Members shall:

- a. Undertake assignments only when qualified by education or experience in the specific technical fields involved.
- b. Not affix their signatures to any reports, plans, or documents dealing with subject matter in which they lack competence nor to any plan or document not prepared under their supervision.
- c. Accept assignments outside of their immediate fields of competence only to the extent that their individual services are restricted to those phases of the work in which they are qualified and to the extent that they are satisfied that all other phases of such work will be performed by qualified associates, consultants, or employees.

3. INCE Members shall:

- a. Be objective, truthful, and complete in professional reports, statements, or testimony.
- b. Express publicly professional opinions on technical subjects only when that opinion is founded upon adequate knowledge of the facts and competence in the subject matter.
- c. Shall issue no statements, criticisms, or arguments on technical matters which are influenced, inspired, or paid for by interested parties, unless they have prefaced their comments by explicitly identifying the interested parties on whose behalf they are speaking and by revealing the existence of any interests that other parties may have in the matters.

4. INCE Members shall act as faithful agents or trustees in professional matters concerning their employers, clients, and the Institute itself, and shall:

- a. Disclose all known or potential conflicts of interest to appropriate parties by promptly informing them of any business association, interest or other circumstances which could influence or appear to influence their honest and objective judgment of the performance of their services.
- b. Not accept compensation, financial or otherwise, from more than one party for services on the same work unless the circumstances are fully disclosed to, and agreed to, by all interested parties.
- c. Not, when in public service as members of a government body or commission, participate in decisions concerning matters that pertain to professional services solicited or provided by them or their organizations.
- d. Not solicit nor accept a professional contract for fee from a governmental body or commission, of which they or another person in their organization are a member, unless the governmental body or commission has publicly authorized same.

5. INCE Members shall avoid improper solicitation of professional assignments and shall not:

- a. Falsify or permit misrepresentation of their, or their associates', academic or professional qualifications.
- b. Misrepresent or exaggerate their degree of responsibility in matters of prior assignments. Curricula vitae or other records of experience used in the solicitation of assignments shall not misrepresent pertinent facts concerning employees, associates, joint

ventures or past accomplishments with the intent and purpose of unduly enhancing qualifications or experience.

c. Offer, give, solicit, nor receive, either directly or indirectly, any political contribution intended to influence, or appearing to influence, the award of a contract by a public authority.

d. Offer any gift or other valuable consideration in order to secure work.

e. Pay a commission, percentage or brokerage fee in order to secure work except to employees or to bona fide commercial or marketing agencies retained for this purpose.

f. In the process of securing professional assignments for themselves, comment on, denigrate or otherwise misrepresent the professional qualification of other colleagues competing for the same assignments, nor take any actions during and following the competitive proposal process that would bring discredit on themselves, their employer, the profession of noise control engineering, or the Institute of Noise Control Engineering.

Approved by the Board of Directors of the Institute of Noise Control Engineering of the United States of America on June 14, 1997.