

GUIDELINES FOR PROFESSIONAL CONDUCT FOR MEMBERS OF

THE SRI LANKA SOCIETY OF TRANSPORT AND LOGISTICS

"Members being Transport and logistics (T&L) Professionals are expected to perform their professional activities strictly adhering to the guide lines of Professional conduct at all times."

Guide lines for Professional Conduct of Transport and Logistics Professionals

Clause 1: - Members, shall be guided in all their professional relations by highest standards of personal integrity.

- a. T&L Professionals shall admit and accept their own errors when proven wrong and refrain from distorting or altering the facts and figures in an attempt to justify their decision.
- b. T&L Professionals shall advise their clients or employers, when they believe a project will not be successful.
- c. T&L Professionals shall not accept assignments outside their employment detriment to their regular work or interest. Before accepting any assignments outside their employment, they will notify their employers and obtain their prior permission.
- d. T&L Professionals shall avoid any act tending to promote their own interest at the expense of the dignity and integrity of the profession.

Clause 2: - Members, shall at all times strive to serve the public interest above personal interests.

- a. T&L Professionals shall seek opportunities to be of constructive service to the wellbeing of the society and work for the advancement of safety, health and environmentally friendly solutions.

- b. T&L Professionals shall refrain from participating knowingly in any act that will result in waste or misappropriation of resources.

Clause 3: - Transport and Logistics professionals shall refrain from any conduct or practice which is likely to discredit the profession and/or mislead or deceive the public

- a. T&L Professionals shall refrain from using statements containing material misrepresentation of fact, or omitting material fact.
- b. T&L Professionals shall refrain from highlighting self-esteem or self- laudation and making derogatory statements about others and thus attempting to attract clients from such acts.
- c. Consistent with the foregoing; T&L Professionals may publish articles in the print media or professional journals, but such articles shall not imply credit to the author for work performed by others.

Clause 4: - Members, shall not disclose confidential information concerning the business affairs and logistical processes of employers without their consent.

Clause 5: - Transport and Logistics professionals shall not be influenced in their professional duties by conflicting interest or any external pressure brought upon them.

- a. T&L Professionals shall not accept financial or other considerations from material or equipment suppliers for specifying their products.
- b. T&L Professionals shall not accept commissions or allowances directly or indirectly from contractors or other parties in connection with work for which the professional is responsible.
- c. Consistent with the foregoing T&L Professionals may publish articles in the press or in technical journals, but such articles shall not imply credit to the author for the work performed by others

Clause 6: – Transport and Logistics professionals shall uphold the principle of appropriate and adequate compensation and the dignity of work for those engaged in professional practice and allied works.

- a. T&L Professionals shall not accept remuneration from either an employee or employment agency for giving employment.
- b. T&L professionals, when employing other professionals, shall offer a salary according to professional qualifications, experience and recognized standards.

Clause 7: – Members, shall not compete unfairly with other professionals in the same field to obtain employment or advancement in employment or in seeking professional engagements, by criticizing other fellow professionals or by other improper or questionable means.

- a. T&L Professionals shall not request, propose, or accept a professional commission under any circumstances where their professional judgment may be compromised.
- b. T&L Professionals in salaried positions shall accept part time professional work only with expressed permission of the employer and at recognized and acceptable rates for such work.
- c. T&L Professionals shall not use equipment, supplies, research or office facilities of an employer to carry out outside private work without the consent of the employer.

Clause 8: – Members, shall not attempt to injure, maliciously or falsely (directly or indirectly) the professional reputation, prospects, practice or employment of other fellow professionals, nor indiscriminately criticize practices of other Transport and Logistics professionals. Those Transport and Logistics professionals who believe others are guilty of unethical or illegal practice shall present such information to the appropriate authority for action.



- a. T&L Professionals in private practice shall not review the work of another professional of the same client, except with the knowledge of such professional or unless the connection of such professional with the work has been terminated for unethical practices.
- b. T&L professionals in the State sector or in State Educational Institutes are entitled to review and evaluate the work of other professionals when so required by their employers.
- c. T&L Professionals in sales and in Industry shall not criticize products of other manufacturers which are similar to their own and has a tendency to compete with their own products.

Clause 9: - Members, shall be personally responsible and accountable for their professional activities.

- a. T&L Professionals shall conform with state registration laws in the practice of their profession.
- b. T&L Professionals shall not use an association with a non professional, a corporation, or Partnership as a cover for unethical practices, but must accept personal responsibility for their professional acts.

Clause 10: - Transport and Logistics professionals shall give credit to professional practice of other fellow professionals to whom credit is due, and will recognize the proprietary interests of others

- a. T&L Professionals shall, when possible, name the person or persons who may be individually responsible for planning, designing implementation innovative ideas if any, and documentation or other accomplishments.
- b. T&L Professionals using Designs proposed by clients shall recognize that the Designs remain the property of the client and shall not be duplicated by the professional for others without expressed permission.



- c. T&L Professionals before undertaking work for others which may result in producing inventions, plans, any other documentation, any improvements by way of economizing on resources and funds, which may justify copy rights or patents, should enter into an agreement regarding ownership.
- d. Professionals' design s data records and notes referring exclusively to an employer's work shall not be used for another client unless with expressed permission of the employer for whom such work was carried out.

Clause 11: - Members, shall cooperate in extending the effectiveness of the profession by interchanging information and experience with other fellow professionals and also those who aspire to become Members, in the future, and will endeavor to provide opportunity for the professional development and advancement of subordinate professionals under their supervision.

- a. T&L Professionals shall encourage their employees' efforts to improve their education.
- b. T&L Professionals shall encourage professional employees to attend and present papers at professional meetings
- c. T&L Professionals shall urge their professional employees to become registered professionals at the earliest.
- d. T&L Professionals shall assign a professional, duties of a nature to utilize his full training and experience, as far as it is possible, and delegate lesser functions to sub professionals and middle level qualified employees.
- e. T&L Professionals shall provide a prospective employee with complete information on working conditions and proposed status of employment, and after engaging will keep such employees informed of any proposed changes.

Clause 12: - Transport and Logistics professionals shall endeavor at all times, to take whatever steps are reasonably within their means to promote professional practice in the sector without having any ulterior motive of gaining any personal benefit for themselves.