ASTTBC Professional Practice and Conduct Guideline

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Introduction

ASTTBC Registrants are expected to hold themselves to the highest standards of professionalism and ethics. As a professional, ASTTBC Registrants are committed to safeguarding public welfare and interest while providing objective, fact-based analysis, and advice to solving some of today's most challenging technical problems.

This guideline provides an overview of the four overarching professional responsibilities that all ASTTBC Registrants must uphold, namely:

1. upholding public trust and confidence;

2. exhibiting individual accountability and professional standards;

3. maintaining the integrity of the profession; and

4. supporting the development of students, employees, and the discipline.

These responsibilities are the cornerstones of the professional practice of applied science and engineering technology and encompass the 26 tenets of the ASTTBC's Standard of Competence and Code of Ethics[1].

Professionals face a myriad of challenges on a daily basis - some are technical in nature, while others arise from conflicting priorities as employers, employees, co-workers, technical experts, and professionals. This guideline seeks to provide clarity for ASTTBC professionals by:

- identifying and defining common values that are distinctive to the technology profession;

- guiding the professional decisions and judgment of ASTTBC Registrants

[1] Schedule D – ASTTBC Bylaws

- promoting a general understanding of what it means to belong to a regulated industry/profession; and

- identify high standards of practice to help Registrants provide high-quality services thereby ensuring public confidence in technology professionals.

In particular, this guideline will provide a common understanding between professionals and members of the public on what is expected of all ASTTBC Registrants.

1.0 Defined Terms

The following definitions are specific to this guideline. These words and terms are capitalized throughout the document.

Term	Definition
ASTTBC	Applied Science Technologists & Technicians of BC
Bylaws	Bylaws of the Applied Science Technologists and Technicians of BC made under the PGA.
Code	ASTTBC Standards of Competence and Code of Ethics
CPD	Continuing Professional Development
Document	A document includes but is not limited to, any of the following in digital or hard copy format: letters, reports, tags, labels, designs, video recordings, memos, drawings, plans, specifications, calculations, technical and professional opinions on inspection and test results, estimates, quotations, maps or mapping, directions or instruction and general engineering technology and/or applied science advice offered or given.
Guide	A guide is a professional practice document published by ASTTBC in accordance with the PGA, ASTTBC Regulations, and Bylaws. Guides define the minimum standard of practice and standards of conduct and competence required by Registrants of ASTTBC.
Practising Registrant	Practising Registrant means a person registered with ASTTBC and who is permitted to engage in applied science and engineering technology practice but does not include trainees, students, honorary Registrants, retired Registrants, non-practising Registrants, inspectors in training, associate Registrants, graduate technicians, and graduate technologists.

PGA	***Professional Governance Act***, SBC 2018, c. 47
Registrant	A Registrant of ASTTBC who is registered in one or more of the following classes: a. Applied Science Technologist; b. Applied Science Technologist Trainee; c. Certified Technician; d. Certified Technician Trainee; e. Registered Technical Specialist.
Registrar	Appointed officer of ASTTBC responsible for carrying out the duties, powers, and responsibilities set out in the PGA, Applied Science Technologist & Technicians Regulation, and Bylaws.
Regulated Practice	As defined in the PGA and Applied Science Technologist & Technicians Regulation, regulated practice is the carrying on of a profession by a Registrant of ASTTBC, which for the purpose of this guide is the practice of applied science technology.

2.0 Overview

2.1 Public Trust and Expectations

Registrants in all professional practice areas are to be cognizant of the public's welfare and to take measures to uphold public safety and public interest.

When the public interacts with an ASTTBC Registrant, they place their trust in the Registrant's abilities, competence, and specialization to provide advice and to undertake a particular task. It is incumbent upon all Registrants to be transparent and forthright with their clients and to communicate all aspects of the services to be provided with honesty and integrity.

2.2 Role of the Superintendent of Professional Governance

The Superintendent of Professional Governance (the "Superintendent") is a senior official working under the authority of the Ministry of Attorney General. The Superintendent is responsible for the oversight of matters relating to professional governance by regulatory bodies under the PGA, including ASTTBC.

The Superintendent's mandate is to ensure that all regulatory bodies are acting in the public interest. Duties of the Superintendent include but are not limited to, conducting research and establishing best practices for regulatory bodies, enforcing compliance with the PGA, and overseeing the implementation and administration of the PGA.

2.3 Role of ASTTBC

As a regulatory body, ASTTBC creates Bylaws, policies, and guidelines that help Registrants understand what is required of them and what is expected of them about professional practice. However, the obligation to be aware of all professional obligations and standards of practice remains on the Registrant. ASTTBC does not assist Registrants with professional decisions, provide legal advice, or resolve contractual issues or conflicts that may arise.

ASTTBC's Bylaws and code, as well as other standards of practice, are enforceable. ASTTBC is empowered to investigate alleged breaches of the Bylaws, Code, and/or standards of practice and may take disciplinary action against a Registrant in accordance with the PGA and Bylaws.

2.4 Registrant Responsibilities

Registrants are expected to follow and comply with ASTTBC's Code which guides Registrants on various aspects of professional practice and conduct. In addition, Registrants must also comply with the PGA, the Bylaws, and all relevant and applicable federal, provincial, and municipal legislation and codes. Registrants are also required to remain informed of any practice bulletins and/or advisories that may be issued from time to time to provide clarification or an update on changes in their field of practice.[2]

Registrants must professionally conduct themselves in accordance with ASTTBC's Code, all applicable standards of competence, and practice guidelines, including but not limited to those set out in Schedule D of the ASTTBC Bylaws.

3.0 Professional Conduct & Ethical Practice

The Code sets out the general and specific duties of an applied science professional. The Code applies to every Registrant, regardless of discipline, area of practice, or manner in which they engage in their professional activities.

ASTTBC Registrants are required to understand and adhere to all 26 principles outlined in the Code at all times. A Registrant's obligation to adhere to the Bylaws, Code, and other standards of practice does not cease based on time of day or employment status. A Registrant's conduct while fulfilling their professional duties and that conduct which may arise when a Registrant is "off duty" may be the subject of regulatory action.

The principles outlined in the Code can be summarized under four broad areas of professional responsibilities:

1. Uphold public trust and confidence.
2. Exhibit individual accountability and professional standards.
3. Maintain the integrity of the profession.
4. Support the development of students, employees, and the discipline.

[2] ASTTBC Bylaws – Part XI – General: Standards of competence and Code of Ethics

A detailed alignment of these professional responsibilities with the Code is provided in Appendix "A" of this guideline.

This guideline provides further explanation of these professional responsibilities by highlighting key areas and specific duties required of all Registrants.

3.1 Professional Standards for client and public interactions

Exhibiting individual accountability and adherence to professional standards is one of the primary responsibilities of all ASTTBC Registrants. Regardless of whether a Registrant is employed by an organization or self-employed, every ASTTBC professional is expected to be accountable for their work and uphold the professional standards set by ASTTBC and the PGA.

3.1.1 Professional Accountabilities

The Code provides a comprehensive list of the professional accountabilities expected of each Registrant[3]. Central to ASTTBC's definition of a professional are the fundamental expectations that Registrants:

1. Provide professional opinions that distinguish between facts, assumptions, and opinions, and

2. Clearly present the possible consequences if professional decisions or judgments are overruled or disregarded.

One of the pivotal roles of a technologist, technician, or technical specialist is the ability to use their technical knowledge in a particular discipline and simplify complex and technical concepts into fact-based recommendations. They help provide clarity, make concepts appear straightforward, and enable decision-making in situations where perfect information is not always available.

Regardless of who their client may be, Registrants are expected to perform their professional duties to the best of their abilities. This includes:

1. Exercising due diligence – especially as it relates to identifying all possible risks, assessing and communicating with the client about those risks, and taking measures to reduce the risks identified,

2. Staying informed and complying with all legal requirements and relevant standards, and

3. Offering professional services only within their scope of training and competence.

Finally, Registrants are reminded that, ultimately, their overarching consideration when providing professional services should be the public interest. When it comes to the public interest, professionals are expected and held accountable for:

[3] Refer to Appendix A.

- Conducting themselves with fairness, honesty, and good faith, and
- Treating others with respect and courtesy.

3.1.2 Equity, Inclusion, and Diversity

ASTTBC's core values place professionalism, accountability, integrity, and inclusion at the forefront of all regulatory practices. The organization, and the profession as a whole, support the values of equity, inclusion, and diversity. Support of these values is not only an expectation – it is a requirement.

Registrants must adhere to the principles of equity, inclusion, and diversity in all their day-to-day dealings and work assignments.

The inequitable and unfair treatment of individuals is not tolerated under the Code. Registrants will also be subject to the requirements of the *Human Rights Code*, RSBC 1996, c 210.

Recognizing the unintended, and often unconscious nature of systemic discrimination, ASTTBC has made the education and awareness of social and cultural issues surrounding racism, cultural sensitivity, and reconciliation with Indigenous Peoples as key priorities. In support of these priorities, Registrants are advised to:

- stay informed on applicable legislation;
- be aware and abide by the policies and procedures that govern harassment and discrimination in the workplace;
- report claims of harassment or discrimination to their employer; and
- support professional and industry initiatives in implementing progressive changes that encourage equity, inclusion, and diversity.

3.1.3 Management of Employees and Oversight of Workers

As technical professionals, ASTTBC Registrants are often placed in leadership positions requiring the management and/or oversight of employees or other professionals and tradespeople. When fulfilling this role, Registrants must foster a working environment that is free from harassment and discrimination. This includes:

- educating workers on appropriate conduct;
- informing workers that inappropriate conduct will not be tolerated;
- establishing disciplinary procedures and policies;
- ensuring that all hiring practices comply with the *Human Rights Code*;
- holding all managing staff accountable for enforcing non-discriminatory policies;
- investigating complaints as per policy and taking remedial action; and
- ensuring policies against harassment and discrimination are periodically reviewed and updated.

3.2 Use of Professional Designation and Title

A professional designation is a title or status conferred by a professional body in recognition of a person's specific qualifications, training, and expertise, and/or right to practice in an occupational field.

3.2.1 ASTTBC professional designation

Under the PGA and Applied Science Technologist & Technicians Regulation[4], the following professional designations are reserved for the use of ASTTBC Registrants:

a) applied science technologist (AScT);
b) applied science technologist trainee (AScT trainee);
c) certified technician (CTech);
d) certified technician trainee (CTech trainee);
e) registered technical specialist (RTS).

Only Registrants of ASTTBC may use these titles.

3.2.2 Use of job titles

Registrants may use job titles[5] to more accurately describe the work that they perform. While ASTTBC supports the use of job titles, Registrants are expected to only use titles that do not infringe on protected titles or other professional designations.

Registrants should not use a title that could mislead the public or others into believing that they have experience or training in an area that is outside of their expertise or that they are qualified to perform work under a reserved practice or otherwise regulated profession.

3.2.3 Declared disciplines and areas of practice

Registrants holding the AScT and CTech designations will be registered under an applied science and engineering technology discipline regulated by ASTTBC.

Additionally, Registrants may specialize within their discipline to one or multiple areas of practice. For some Registrants, this area of practice may be denoted by a technical specialist designation. For others, the area of practice may be specific to the industry or discipline itself. As disciplines can be extensive ranging, Registrants are required to declare an area of practice that best describes their skills, competencies, and experience in relation to the work that they perform.

3.3 Scope of practice

Registrants must only practice within their area of competency[6].

[4] Applied Science Technologists and Technicians Regulation, BC Reg 12/2021
[5] Job title describes a person's specific job or position
[6] ASTTBC Bylaws - Schedule D, part B

This includes only accepting assignments/work within areas in which they are competent and have the skills, knowledge, and experiential learning to perform the activity.

A common failure among Registrants is the belief that they are competent to perform work in a specific area of practice through their related experience within the discipline. Proper competency is achieved through a combination of work experience and skill development. Registrants are advised to develop competency in specific areas of practice through additional training, skills, and expertise before extending their qualifications and scope of practice.

Failing to work within the scope of practice can result in serious consequences and legal implications. Registrants must ensure that they are honest with their clients, employers, and themselves regarding the work they can confidently undertake.

ASTTBC may investigate following a complaint or inquiry regarding a Registrant's ability to perform work adequately and competently in a given field. In these situations, a Registrant may be placed under an audit or practice review to determine their professional fitness. In situations involving negligence, harm, or a breach of the Code, a separate investigation may also be subsequently launched.

Falsification or misrepresentation of qualifications can result in serious action including the revocation of the registration title and privileges and/or the issuance of a monetary penalty.

3.4 Professional development

Maintaining competency is a fundamental principle of professionalism.

Disciplines and areas of practice undergo constant changes through advances in technical code requirements and the integration of technological innovations. To maintain their relevance as a professional, Registrants are required to continually learn and advance their knowledge, skills, and competencies within their respective fields.

3.4.1 Continuing Professional Development

Under the Bylaws[7], all Practising Registrants are required to complete continuing education requirements to maintain competence in their area of practice.

To ensure Registrants are equipped with the requisite knowledge to stay abreast of the changes in their industry, Registrants must engage in lifelong learning. Additionally, demonstrating ongoing expertise satisfies the need for increased accountability from the public.

[7] ASTTBC Bylaws - Schedule D, part E and Schedule E

Registrants are required to complete CPD requirements on an annual basis and submit records of completion to ASTTBC within a timely manner.

Registrants must provide proof of completion for all CPD hours upon request of ASTTBC.

Specific requirements for completing CPD are outlined in Schedule E of the Bylaws.

3.4.2 Practice Requirements

Registrants are required only to provide professional services when they can do so with reasonable skill, competence, and safety to the public.

To this end, Registrants must continually evaluate their competencies and decide if or when a competency requires updating or should be removed from their set of professional services.

3.5 Conflict of Interest

A conflict of interest occurs when an individual's personal interests – family, friendships, financial, or social factors – could compromise their judgment, decisions, or actions.

ASTTBC Registrants must maintain impartiality and the integrity of the profession. Registrants must uphold the safety and protection of the public and environment before all other commitments. This includes commitments to a client or project.

Registrants are required to disclose any potential, perceived, or real conflicts of interest before engaging in any work.

3.5.1 Guidance on Conflicts of Interest

The Code[8] provides clear guidance in matters relating to conflicts of interest. Registrants are instructed to:

1. avoid situations and circumstances in which there is a real or perceived conflict of interest, and

2. ensure they are properly disclosed, and

3. take necessary measures so a conflict of interest does not bias decisions or recommendations.

3.5.2 Identifying Conflicts

Most conflicts of interest can be encapsulated into one of three categories. A conflict of interest is any situation where a Registrant:

1. stands to gain or lose financially from a decision they are asked to make;

[8] ASTTBC Bylaws - Schedule D, part H

2. is not affected financially by a decision but is affected in some other way that might bias the Registrant or make them appear biased, including situations involving family, relatives, friends, or any other personal relationship; or

3. is the decision-maker representing two different organizations regarding the same matter.

In practice, conflicts of interest can have serious implications and consequences for both the individual and the greater profession. Examples of conflicts of interest that have arisen in the past include:

- A Registrant's works resulting in an undisclosed financial benefit for them, their family, or associates,
- Accepting gifts or favors that may influence the Registrant's work or professional judgment,
- Engaging in a personal relationship with a client that can influence the Registrant's professional judgment,
- Taking on roles outside of employment, such as consulting for a company, where the Registrant's own employer could compete, and
- Taking on work for two clients in the same project that have conflicting interests.

3.5.3 Disclosing Conflicts

Avoiding conflicts of interest, both real and perceived, prior to undertaking any professional services is always recommended. However, there may be situations where avoiding a conflict of interest is either not practicable or the conflict of interest is not identified until after the professional services have commenced.

In these situations, Registrants are expected to recognize the conflict and immediately disclose it to the affected parties upon discovery. Parties must be given sufficient information to make an informed decision whether to proceed with the professional relationship or not.

In cases where the parties are informed of the conflict and a decision is made to continue with the Registrant providing professional services, the Registrant must receive signed, written consent documented from the affected parties prior to commencing or recommencing work. This consent documentation must disclose the nature of the conflict, the measures taken to mitigate the conflict, and acknowledgment and acceptance by the affected parties. This document should be authenticated with a professional seal by the Registrant or supervising professional.

3.6 Reporting Requirements

ASTTBC Registrants are required to report situations, firms, and individuals that can pose a threat or harm to the public or environment. Registrants must exercise professional judgment and provide context and rationale in assessing the hazards and risks associated with their reports.

Under the PGA, two reporting requirements apply to all Registrants:
1. Standards of Conduct and Competence; and

2. Duty to Report.

The following sections outline actions required to be taken by a Registrant and to whom the reporting is required.

3.6.1 Standards of Conduct and Competence

The Standards of Conduct and Competence[9] encompasses general behaviours that violate the Bylaws and/or Code. It is broad in scope and will typically include a mixture of unethical and incompetent behaviours. The following examples are past complaints received by regulatory agencies that would fall within this reporting requirement:

- Incompetence in carrying out their work and assigned duties
- Performing work while impaired or under the influence of controlled or illegal substances
- Professional misconduct, including failure to comply with ASTTBC's Standards of Competence and performing work with an undisclosed conflict of interest.
- Fostering an environment of harassment and/or discrimination in the workplace
- Violation of ASTTBC's equity, inclusion, or diversity principle
- Failure to provide adequate supervision
- Misrepresenting skills, competencies, and/or professional designations
- Falsification of records
- Conduct unbecoming of a Registrant which includes:
  - bringing the regulatory body to disrepute
  - undermining standards of practice that are pivotal to their field of practice
  - undermining principles of upholding public safety, welfare, and protecting the environment.

Complaints of this nature are to be submitted directly to ASTTBC, or other relevant regulatory body if involving another professional.

3.6.2 Duty to Report

Under the PGA[10], Registrants are required to report an individual, another Registrant or professional, or a firm/employer that is engaged in Regulated Practice in a manner that may pose significant harm to the environment or the safety of the public.

[9] Professional Governance Act, Section 57 and ASTTBC Bylaws, Schedule D
[10] Professional Governance Act, Section 58

The Duty to Report represents the most serious risks and hazards that Registrants are expected to identify and report. Under the PGA, it is an offense for a Registrant to not report a situation that falls within the definition of Duty to Report.

To determine if a report falls within the definition of a Duty to Report, Registrants must consider the four following criteria:

1. Is there a risk of significant harm to the environment or the health or safety of a person or a group of people?

2. Is the person responsible for the risk of significant harm an identified Registrant under the PGA?

3. Was the Registrant, whose behaviour caused the risk, engaged in their regulated practice at the time?

4. Do you have reasonable and probable grounds[11] to believe there is a risk?

If a Registrant can answer yes to all of the above questions, then the situation falls under the Duty to Report and should be reported as soon as practicable to the appropriate regulatory body's Registrar. For effective action to be taken, reports should be made no later than 48 hours after the identified incident or situation.

If any of the questions can be answered with a no, then the requirements for Duty to Report have not been met, but the Registrant should consider submitting a report under the Standards of Conduct and Competence.

3.6.2.1 Unauthorized individuals, professionals, or firms

Registrants are required to notify the regulatory body about a person who may be using a title that they are not certified to use or are working in a reserved practice area without the required registration and/or license.

3.6.2.2 Critical Hazards and Risks

Registrants are required to immediately report situations where significant risks of harm to the public or the environment are present or imminent.

The report must be submitted to the authority having jurisdiction (AHJ) or appropriate regulatory agency as well as the ASTTBC Registrar. This includes, but is not limited to:

- Observed failure of a critical life safety system (e.g., fire alarms, sprinklers, wastewater systems),
- Identification of damaged or compromised infrastructure that can result in imminent failure,

[11] OSPG – Professional Governance Act: Part 2: Statutory Duty to Report

- Workers, occupants, and members of the public being exposed to dangerous health and safety violations, and
- Witnessing negligent and/or deceitful installation and work practices that will severely compromise the lifespan of engineered equipment or systems.

Reporting a critical hazard or risk to only an employer, client, or site owner is considered inadequate. Given the severity of the hazards involved, these types of risks must be reported to the appropriate AHJ or regulatory agency as well as the ASTTBC Registrar for immediate follow-up.

3.6.2.3 Maintaining Confidentiality in Reporting

While Registrants are obliged to maintain confidentiality of client and employer information, this obligation does not apply in situations involving illegal activities or critical hazards and risks to the safety and welfare of the public.

Making a report, even on confidential information, is protected and in some instances required, even if it is prohibited under another Act or legislation[12].

3.7 Liability and Insurance

In a broad sense, a liability can be anything a Registrant, or their employer, takes responsibility for.

In a professional setting, liability is incurred whenever a Registrant is providing their recommendations, opinions, or work to a client or third party that may depend on that advice or work.

3.7.1 Accepting Liability

Registrants must be fully aware of their liability before accepting work or providing professional services and advice.

Liability can be difficult for a Registrant to determine in situations where they are working with other professionals from different fields, are asked to take over for another professional, or are engaged in a project where work has already commenced.

In situations where a Registrant is working together with other professionals from different fields to produce a collaborative Document, Registrants are advised to clearly define the scope of work for each professional before rendering services and authenticate the Document for only the section where they have performed the work.

For situations where a Registrant is retained to take over for another professional or where work has already commenced, Registrants are

[12] Professional Governance Act, Section 58 (3).

advised to redo the work where possible or if not practicable, provide a clear scope of work that encapsulates the work that they have provided direct oversight for as well as delineation from the work that was completed under the other professional's oversight. Registrants must refrain from providing advice or authenticating work that they did not directly plan, supervise, or perform.

In practice, ASTTBC recognizes that whenever a Registrant authenticates a Document with their professional seal, they are accepting liability for their recommendations, opinions, work, and any decisions that may depend on that work.

3.7.2 Professional Liability (Errors and Omissions) Insurance

Professional liability insurance protects a Registrant against charges of negligence or harm, based on a professional service or advice provided. It is also known as errors and omissions (E&O) insurance.

Professional liability insurance covers defense costs, judgment, settlements, and fines or penalties resulting from the allegations of misrepresentation, breach of professional services, wrongful business practices, misleading advice, and conflict of interest.

All Practising Registrants are required to maintain Commercial General Liability and Errors and Omissions Insurance whether through an employer or a third-party organization.

Errors and Omissions insurance for professionals is not the same as the insurance carried by businesses, such as corporations and employers. The onus is on the Registrant to make sure they have the appropriate insurance coverage to protect them against legal claims.

Registrants are advised to discuss the type of coverage they may need with their employer and their insurance provider.

3.7.3 Disclosure of Insurance

Registrants are required to disclose the status of their professional liability insurance through a written notification before agreeing to provide services.

Additionally, Registrants should request the client to provide a written acknowledgment of receipt of the written notification.

3.8 Supervision

Providing and/or working under the direct supervision of a professional is a fundamental aspect of professional practice. Central to a Registrant's professional responsibility to support the development of students, employees,

and their respective disciplines, ASTTBC has provided clear guidance under the Code[13].

3.8.1 Providing Supervision

Registrants must take professional responsibility for the decisions taken and work completed under their direct supervision. This includes providing a comprehensive review of the work completed and authenticating the work with the application of their professional seal[14].

When delegating work, Registrants must ensure that subordinates perform activities that are within their scope of knowledge, skill, and judgment and not to exceed that scope. Likewise, the supervising Registrant is also reminded that the scope of work assigned to others must also fall within their competencies.

When work is delegated to a non-registrant, the Registrant must ensure the work is carried out only under their direct supervision. Providing supervision remotely or by proxy is inadequate and may be found to be professional misconduct.

For any supervision arrangement, communicating policies and procedures while setting clear expectations is required for a productive and effective relationship.

3.8.2 Working under direct supervision

In many cases, the submissions may require a Registrant to have their work supervised and sealed by a professional engineer. When working under the direct supervision of a professional engineer, a Registrant may be required to complete delegated tasks/work, but the professional responsibility of the work will rest with the engineer, who will be applying their seal to the finalized work.

In projects that involve collaboration between professionals from different fields, if a Registrant is engaged in a capacity where they are not directly being supervised by a professional engineer, the Registrant is expected to take full responsibility for the work completed by them and authenticate it using their professional seal.

4.0 Reference & Relevant Documents

- *Professional Governance Act*, SBC 2018, c. 47
- *Applied Science Technologists and Technicians Regulation*, BC Reg 12/2021
- ASTTBC Bylaws
- ASTTBC Professional Seal Guideline
- Other ASTTBC Practice Guidelines and Standards

[13] Refer to Appendix A and ASTTBC Bylaws – Schedule D

[14] Refer to ASTTBC Professional Seal Guideline

Appendix A – Overview of ASTTBC Professional Responsibilities

This summary aligns the broad responsibilities of ASTTBC Registrants with the Standards of Competence and Code of Ethics.

Professional Responsibility 1: Uphold public trust and confidence.

- hold paramount the safety, health, and welfare of the public, including the protection of the environment and the promotion of health and safety in the workplace.
- report to ASTTBC and, if applicable, any other appropriate authority, if the Registrant, on reasonable and probable grounds, believes that the continued practice of a regulated practice by another Registrant or other person, including firms and employers, might pose a risk of significant harm to the environment or to the health or safety of the public or a group of people.
- recognize the expectation of confidentiality does not hold where the employer/client actions are unlawful, in which case the Registrant is obliged to report the activity to the appropriate authority.

Professional Responsibility 2: Exhibit individual accountability and professional standards.

- practice only in those fields where training and ability make the Registrant professionally competent.
- maintain competence in applicable category, class, sub-class, and/or discipline, including advances in the regulated practice and relevant science.
- provide accurate information in respect of qualifications and experience.
- provide professional opinions that distinguish between facts, assumptions, and opinions.
- avoid situations and circumstances in which there is a real or perceived conflict of interest and ensure conflicts of interest, including perceived conflicts of interest, are properly disclosed and necessary measures are taken so a conflict of interest does not bias decisions or recommendations.
- present clearly to employers and clients the possible consequences if professional decisions or judgments are overruled or disregarded.
- clearly identify each Registrant who has contributed professional work, including recommendations, reports, statements, or opinions.
- undertake work and documentation with due diligence and in accordance with any guidance developed to standardize professional documentation for the applicable profession.
- conduct themselves with fairness, honesty, and good faith towards clients, colleagues, and others.

- treat other Registrants, clients, employees, and members of the public with respect and courtesy.
- practise only when they can do so with reasonable skill, competence, and safety to the public.

Professional Responsibility 3: Maintain the integrity of the profession.

- have regard for the common law and any applicable enactments, federal enactments, or enactments of another province.
- have regard for applicable standards, policies, plans, and practices established by any level of government or ASTTBC.
- not engage in any conduct that the Registrant knows, or ought to know, would bring ASTTBC or its Registrants into disrepute.
- not engage in any conduct that is likely to undermine the standards, methods, or principles that are the foundation of the Registrant's applied science and engineering technology practice.
- consider employer/client materials confidential and do not use the proprietary/confidential information learned for personal gain or the advantage of other parties.
- be aware of and comply with applicable privacy legislation, including but not limited to the Personal Information Protection Act and the Freedom of Information and Protection of Privacy Act as applicable.

Professional Responsibility 4: Support the development of students, employees, and the discipline.

- counsel students and trainees to perform those activities that are within their scope of knowledge, skill, and judgment and not to exceed that scope.
- ensure that any supervision provided to another person, whether a trainee, student, or non-registrant, is provided to the best of the supervising Registrant's ability and takes into account the knowledge, skill, and judgment of the person being supervised.
- take all reasonable steps to ensure that those under their direct supervision engage in the practice of applied science and engineering technology in a professional and ethical
- manner and in accordance with all applicable enactments and standards of competence.
- refuse to counsel other Registrants or non-registrants regarding the performance of work that is outside of the scope of that person's registration, competency, knowledge, skill, or training, as the case may be.

- refuse to delegate work to other Registrants in the performance of their regulated practice that is outside of the scope of that person's registration, competency, knowledge, skill, or training, as the case may be.

- uphold professional obligations to ASTTBC while in the workplace by ensuring any such obligations are treated as paramount to other work-related duties and encourage those the Registrant supervises to do the same.