



## **INTERSTATE RENEWABLE ENERGY COUNCIL (IREC)**

### **CREDENTIALING PROGRAM CODE OF ETHICS**

Through its Credentialing Program, the Interstate Renewable Energy Council, Inc. (IREC) accredits qualified clean energy training organizations and certifies clean energy training professionals who satisfy all applicable IREC Credentialing accreditation and certification requirements.

Regardless of any other professional affiliation, the IREC Credentialing Program Code of Ethics (Code) applies to: individuals who are IREC certified; training organizations that are IREC accredited (credential holders); and, each individual or training organization seeking IREC certification/accreditation (candidates). The Code serves as the minimal ethical standards for the professional behavior of IREC credential holders and candidates.

The Code is designed to provide both appropriate ethical practice guidelines and enforceable conduct rules for IREC credential holders and candidates. The Code also serves as a resource for clean energy efficiency professionals, as well as for those served by IREC credential holders and candidates.

#### **Preamble/General Guidelines**

IREC is dedicated to providing and implementing appropriate professional standards designed to serve the public, students, and the clean energy professions. IREC accredited training organizations, IREC certified professionals, and candidates for IREC accreditation/certification act in a manner that promotes integrity and reflects positively on the profession, consistent with appropriate ethical and legal standards.

As professionals in the field of clean energy, IREC credential holders and candidates have the obligation to: maintain high standards of integrity and professional conduct; accept responsibility for their actions; continually seek to enhance their professional capabilities; practice with fairness and honesty; and, encourage others to act in an ethical manner consistent with the standards and responsibilities set forth below.

#### **A. Responsibilities Relating to Legal Requirements.**

Each IREC credential holder and candidate must:

1. Comply with applicable laws, regulations, policies, and ethical standards regulating professional conduct or business activities.
2. Refrain from any behavior that violates legal or ethical standards, including all Federal and State criminal laws, regulatory laws, and agency regulations.

**B. Responsibilities to IREC/Compliance with Organizational Policies and Rules.**

Each IREC credential holder and candidate must:

1. Act consistent with all applicable IREC policies, standards, and requirements, including all IREC Credentialing Program policies.
2. Provide accurate, truthful, and complete information to IREC.
3. Cooperate with IREC concerning ethics matters, including the submission of all required information in a complete and timely manner.
4. Report to IREC apparent violations of this Code of Ethics by credential holders and candidates upon a reasonable and clear factual basis.

**C. Responsibilities to Students and the Public.**

Each IREC credential holder and candidate must:

1. Deliver competent and appropriate training and related services.
2. Recognize all limitations related to the ability to deliver competent services, and provide services only when qualified. The credential holder/candidate is responsible for determining such limitations and qualifications based on education, training, knowledge, skills, experience, and other relevant considerations.
3. Make a reasonable effort to provide appropriate professional referrals when unable to provide competent professional assistance.
4. Maintain and respect the confidentiality of private and otherwise sensitive student information obtained in the course of training and other business activities, unless: the information is reasonably understood to pertain to unlawful activity; a court or governmental agency lawfully directs the release of the information; the student expressly authorizes the release of specific information; or, the failure to release such information would likely result in serious physical harm to students and/or the public.
5. Use professional credentials properly, and provide truthful and accurate representations concerning education, experience, competency, and the performance of services.

6. Provide truthful and accurate representations to the public and students.
7. Recognize and respect the intellectual property rights of others and act in an accurate, truthful, and complete manner, including activities related to professional work and research.
8. Disclose to students significant circumstances that could be construed as a conflict of interest or an appearance of impropriety.
9. Avoid conduct that could cause a conflict of interest with a student.
10. Assure that a real or perceived conflict of interest does not compromise legitimate interests of a student, and does not influence or interfere with professional judgments.
11. Follow appropriate safety procedures with respect to all professional training activities.

Signature:

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Affiliation:

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Position/Title:

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Date:

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Approved by the IREC Board of Directors on January 19, 2012