



The Australasian College of Toxicology & Risk Assessment (ACTRA)

BY-LAW

CODE OF PROFESSIONAL CONDUCT

(By-law Made Pursuant to Clause 78 of the *Rules*)

This Code Professional of Conduct is prescribed by the Committee of ACTRA in accordance with the provisions of Rule 78 of the ACTRA's Rules of Association. The terms of this Code are supplementary to those Rules and those Rules are to take priority over any inconsistency that might exist in this Code.

Purpose

ACTRA is a self-regulatory professional body which sets standards for best practice, fosters professionalism and provides a mechanism for internal disciplinary procedures for the protection of members, the public and the credibility of the profession.

The Code of Professional Conduct sets minimum national standards for accountable conduct and which promote the health of the public and engender confidence in the services provided by Registered Toxicologists and Risk Assessors.

Those subject to this Code of Professional Conduct shall adhere to ACTRA's Rules of Association, its By-laws, and all applicable laws.

Definitions

Registrant means a person holding the qualification of Registrant or Fellow of ACTRA.

Practice, for the purpose of this By-law, is considered in the broadest terms to cover any activity considered to be within the accepted scope of a Registrant's work.

Services means professional services of a Registrant provided in the areas of toxicology and risk assessment.

By-law to provide a Code of Professional Conduct for ACTRA members holding the qualification of Registrant of ACTRA.

1. A Registrant must comply with all legislative and regulatory requirements relating to their business or occupation, including applicable privacy laws.
2. A Registrant must act in the best interests of his or her client except where it would be unreasonable or improper to do so.
3. A Registrant must act in a fair and honest manner in providing Services.
4. A Registrant must exercise due skill, care and diligence in providing Services.

5. A Registrant must not mislead or deceive clients by claiming to possess any experience, qualifications or expertise which the Registrant knows or ought to know the Registrant does not possess.
6. A Registrant must act in accordance with the instructions of their clients except where it would be unreasonable or improper to do so.
7. A Registrant shall not agree to supply Services or supply Services to a client unless he or she can provide that client with adequate and competent Services.
8. If a Registrant becomes aware that he or she does not possess adequate expertise to enable those Services to be rendered competently to an existing client, the Registrant shall forthwith cease acting for the client and recommend that the client obtain the Services of another consultant.
9. A Registrant shall not delegate any aspect of Services that he or she is performing for a client if the Registrant knows or ought to know that the person to whom that work is being delegated lacks the necessary expertise to competently perform those Services.
10. As far as is reasonable and practicable a Registrant must facilitate an orderly transfer of the provision of Services when a client elects to terminate the Services of one consultant to appoint another.