



SOCIETY FOR ASPHALT TECHNOLOGY

Postnet Suite 56,
Private Bag X21, Howard Place, South Africa, 7450
Telephone (021) 531-2718
Telefax (021) 531-2606
e-mail: accounts@socsat.co.za

Code Of Ethics, Standard of Conduct and Disciplinary Procedure

This code of ethics and standard of conduct identifies the obligations applicable to all members of the Society For Asphalt Technology (SAT) in respect of the way they represent themselves, project the image of SAT and complement the professional standing of both SAT and its membership.

Ethical Values: Members of SAT shall:

1. purposefully act with **honesty** and utmost **integrity**, treating all persons **fairly** and with **dignity**, without bias and with the appropriate **respect**;
2. exercise appropriate skill, judgment and initiative in all interactions with SAT;
3. shall be **objective, transparent** and **truthful** in all interactions with SAT and its members;

Conduct: Members of SAT shall at all times:

1. consider the Health and Safety of themselves, their colleagues and SAT members to reduce the risk of any avoidable accidents or dangerous occurrences.



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2. take all reasonable steps for themselves and their colleagues to reduce any adverse impact on the environment.
3. contribute meaningfully to the collective wisdom of the asphalt industry;
4. not undermine verbally or otherwise the reputation of SAT and/or any of its members;
5. not agree to or comply with any instructions requiring dishonest action or the disregard of established norms of safety or levels of risk in any interaction with SAT;
6. maintain at all times and in all forums the professional status, prestige and good standing of SAT and resolutely reject any offers or suggestions of fraud, bribery, collusion or any other practices that would denigrate SAT and/or any of its membership;
7. not misrepresent their levels of experience, expertise and responsibility to the detriment of SAT;
8. not commit or be responsible for and/or party to any form of discrimination including, but not limited to discrimination on the basis of race, colour, gender, sex, ethnicity, national origin, culture, social origin, age, or political persuasion.
9. not participate in, or condone, whether actively or passively, any form of harassment of any person on any grounds whether physical, mental, professional or sexual.



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10. shall not maliciously or falsely, directly or indirectly, injure the reputation, prospects, practice or employment of another member or indiscriminately criticize another member;
11. observe and respect any obligations of confidentiality owed to any appropriate parties, including conflict of interests;
12. notify the Society of any significant violation of this code of conduct by another member.

Disciplinary Procedure

In the event that a member is considered to have violated the code of conduct, details on the contravention will be submitted to the Board of Directors, in writing, through the office of the Honorary Secretary, who will take the following actions:

1. Advise the member in question of the alleged violation, in writing, and request a written response to the Honorary Secretary within 7 days.
2. On receipt of the response from the member, the Honorary Secretary shall either conduct an investigation into the matter to facilitate the formulation of a recommendation to Council, or make a recommendation to Council based on an evaluation of the claim and the response.
3. Council shall deliberate the recommendation of the Honorary Secretary and make a ruling on the matter.



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4. In the event that the complaint is rejected, both the member in question and the complainant shall be advised in writing that the matter has been investigated and the member has been found innocent of the charges and has been exonerated.
5. In the event that the contravention is upheld, the following courses of action will be undertaken, dependent on the severity of the matter:
 - i) the member will be instructed in writing to immediately cease the inappropriate conduct and desist in future, failing which his/her membership will be revoked;
 - ii) the member will be advised in writing that his/her membership will be revoked with immediate effect and, if appropriate, the matter will be reported to the appropriate authority (ies) for further investigation and sanction.

Signed

HIJ Marais MSAT

President
Society For Asphalt Technology

Date:

12th December 2017