



# Guidance Note on Professional Conduct for Certified Environmental Practitioners

## 1. Introduction

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The Certified Environmental Practitioner Scheme (CEnvP Scheme) provides a formal process by which qualified and experienced environmental and social professionals are independently and impartially assessed as being proficient and ethical environmental practitioners.

The EIANZ Code of Ethics and Professional Conduct (the Code) is available on the CEnvP Scheme website, and commits Certified Environmental Practitioners to:

- Promote environmental principles;
- Demonstrate integrity;
- Represent and promote the profession; and
- Practice competently.

The purpose of this Guidance Note is to support the Code on Professional Conduct to be met by Certified Environmental Practitioners.

Certified Environmental Practitioners may wish to have regard to the Guidance Note for Ethical Practice in Undertaking Peer Reviews and the EIANZ Continuing Professional Development Guidelines, and their own relevant discipline guidelines.



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## 2. Additional Commitments

<b><i>Commitments in the Code</i></b> <b><i>Promote Environmental Principles</i></b>	<b><i>Additional Commitments for CEnvP (Guidance Note (GN) no.)</i></b>
(a) Advocate the integrity of the cultural and natural environments, and the health, safety, values, and welfare of human communities and future generations as being central to environmental practice;	GN 1: Refer to  EIANZ Ethical Practice Guidance Note Practicing Ethically with Respect to the Rights and Interests of Indigenous Peoples  Details: <a href="https://www.eianz.org/document/item/6388">https://www.eianz.org/document/item/6388</a>
(b) Advocate the protection of environmental values and the mitigation of environmental harm, using a multiple evidence base, that draws on science, Indigenous, and community knowledge;	GN 2: Refer to  EIANZ Ethical Practice Guidance Note Practicing Ethically with Respect to the Rights and Interests of Indigenous Peoples  Details: <a href="https://www.eianz.org/document/item/6388">https://www.eianz.org/document/item/6388</a>
(c) Advocate and undertake environmental practice in accordance with principles of environmental stewardship, resilience and sustainability, with a view to achieving no net loss of environmental values and preferably a net gain, and to an appropriate standard.	No additional commitments.



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<p><b><i>Commitments in the Code</i></b> <b><i>Demonstrate Integrity</i></b></p>	<p><b><i>Additional Commitments for CEnvP (Guidance Note no.)</i></b></p>
<p>(a) Be honest and trustworthy, avoid misrepresentation or obfuscation, distinguish between fact and opinion, and state opinions which are honestly held;</p>	<p>GN 3: A report that has been reviewed, certified or approved by a Certified Environmental Practitioner shall be accompanied by a declaration signed by the Certified Environmental Practitioner:</p> <ul style="list-style-type: none"> <li>• Setting out the Certified Environmental Practitioner’s certification; and</li> <li>• Certifying that the report is accurate, and</li> <li>• That the Certified Environmental Practitioner has not knowingly included any false or misleading information in it or failed to include any relevant information in it.</li> </ul> <p>GN 4: A Certified Environmental Practitioner shall not fabricate, falsify or plagiarise data, reports or information.</p> <p>GN 5: Where a Certified Environmental Practitioner has assessed that the project has not been undertaken to an adequate standard, to support the conclusions and advice provided, and cannot not be sufficiently relied upon to make an informed opinion (for example, for site contamination and associated risk assessment), the Certified Environmental Practitioner shall consider not approving the report.</p>
<p>(b) Respect obligations of confidentiality and privacy;</p>	<p>GN 6: A Certified Environmental Practitioner shall protect private, confidential and proprietary data and adhere to requirements of confidentiality and other such agreements.</p>
<p>(c) Be objective, seek peer review and other quality assurance of work as appropriate, and accept as well as give honest and fair criticism when required;</p>	<p>GN 7: A Certified Environmental Practitioner shall respect others and demonstrate even handed and professional manner including when dealing with feedback, complaints related to competence, ethical behaviour and/or professional conduct.</p>



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<p><i>Commitments in the Code</i></p> <p><i>Demonstrate Integrity</i></p>	<p><i>Additional Commitments for CEnvP (Guidance Note no.)</i></p>
<p>(d) Avoid or manage conflicts of interest, and make all relevant parties aware when there is such a conflict;</p>	<p>GN 8: A Certified Environmental Practitioner shall avoid professional activities that give rise to actual or perceived conflicts of interest, such that no conflict of interest can occur.</p> <p>Note: A conflict of interest exists where personal interests or relationships may interfere with the ability to make objective decisions. An actual or perceived conflict of interest may arise when:</p> <ul style="list-style-type: none"> <li>• A Certified Environmental Practitioner stands to gain financially; and/or</li> <li>• A personal or professional relationship influences, or appears to influence, the ability of an individual to exercise objectivity when making decisions on work to be performed, conducting environmental practice, or when engaging with stakeholders. For example:               <ul style="list-style-type: none"> <li>○ The immediate family or business connections of the Certified Environmental Practitioner or any other person with whom the Certified Environmental Practitioner is in a close relationship, stands to gain. A close relationship is defined as any relationship that might reasonably give rise to a concern that the Certified Environmental Practitioner might place the interests of that party over objective and ethical environmental practice.</li> <li>○ The Certified Environmental Practitioner has a position or role in another organisation where the activities of that organisation may be in direct conflict or competition with the activities being undertaken by the Certified Environmental Practitioner for or on behalf of another organisation.</li> </ul> </li> </ul>
	<p>GN 9: A Certified Environmental Practitioner shall make known to relevant parties any actual or perceived conflict of interest.</p>
	<p>GN 10: A Certified Environmental Practitioner who believes a Certified Environmental Practitioner has an undeclared conflict of interest shall report the basis of this potential conflict of interest in writing to the Chair of the CEnvP Board.</p>



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<b><i>Commitments in the Code</i></b> <b><i>Represent and Promote the Profession</i></b>	<b><i>Additional Commitments for CEnvP</i></b>
(a) Promote and provide leadership in the adoption of high standards of environmental practice;	No additional commitments.
(b) Contribute to the development and maintenance of knowledge about environmental practice and standards of professional competence;	GN 11: A Certified Environmental Practitioner shall: <ul style="list-style-type: none"> <li>• Seek to demonstrate the relevance and importance of environmental and related sciences and environmental engineering to the general public and to future generations;</li> <li>• Strive to communicate knowledge to protect the environment and provide appropriate stewardship of natural systems; and</li> <li>• Adopt care and precision in communications with peers and with the general public on these topics.</li> </ul>
(c) Support others in their development as environmental practitioners;	GN 12: A Certified Environmental Practitioner shall contribute to training and mentoring of future Certified Environmental Practitioners, as opportunities permit, to sustain the future of certified environmental practice.
(d) Do not advertise or represent services, or those of another, in a manner that may bring discredit to the profession.	GN 13: Certified Environmental Practitioners shall: <ul style="list-style-type: none"> <li>• Comply with the CEnvP Trademark and Logo Rules of Use, is available on the CEnvP Scheme website; and</li> <li>• Report actual and/or potential misuse of the CEnvP Scheme logo or seal, and report suspicion that a person is purporting to be certified who may not be certified, using the online Complaint portal on the CEnvP Scheme website's Contact Us page. Inquiries may be directed to the Program Office at CEnvP Scheme via by email at <a href="mailto:info@cenvp.org">info@cenvp.org</a>.</li> </ul>
	GN 14: Certified Environmental Practitioners shall not be a spokesperson or representative for the CEnvP Scheme, without written authorisation by the Program Manager of the CEnvP Scheme.



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<p><i>Commitments in the Code</i></p> <p><i>Practice Competently</i></p>	<p><i>Additional Commitments for CEnvP</i></p>
<p>(a) Provide services at an appropriate standard as required to achieve or foster optimal environmental outcomes;</p>	<p>GN 15: A Certified Environmental Practitioner shall be included as part of an environmental project team where required by law, statutory requirements, national and state codes, guidelines and policies. The Certified Environmental Practitioner shall:</p> <ul style="list-style-type: none"> <li>• Discuss and agree with project stakeholders (for example, the project team, reviewers and/or client) the purpose, objectives, scope of work, limitations and review process for the project; and the inclusion of Certified Environmental Practitioner involvement in all stages of the project and not only the reporting stage; and</li> <li>• Wherever practicable, plan for adequate budget and resourcing for a Certified Environmental Practitioner to be involved in all stages of the project.</li> </ul>
	<p>GN 16: A company that provides environmental consultancy services is recommended to include a Certified Environmental Practitioner as part of its team. In most instances, Certified Environmental Practitioners work in conjunction with a broader team of environmental professionals providing input and oversight into the planning, conducting, assessment, and reporting.</p> <p>Prior to commencing projects and/or reports that are not required to be certified by a Certified Environmental Practitioner in accordance with applicable governing laws, statutory requirements, national and state codes, guidelines and policies, Certified Environmental Practitioners shall:</p> <ul style="list-style-type: none"> <li>• Recommend that a Certified Environmental Practitioner be included in the project team;</li> <li>• Discuss and agree with project stakeholders (for example, the project team, reviewers and/or client) the purpose, objectives, scope of work, limitations and review process for the project; and the role of the Certified Environmental Practitioner in all stages of the project and not only the reporting stage; and</li> <li>• Wherever practicable, plan for adequate budget and resourcing for a Certified Environmental Practitioner to be involved in all stages of the project.</li> </ul>



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<i>Commitments in the Code Practice Competently</i>	<i>Additional Commitments for CEnvP</i>
	<p>GN 17: A Certified Environmental Practitioner shall:</p> <ul style="list-style-type: none"> <li>• Employ suitable assessment methods and approaches, and exercise due care, diligence and professional judgement, to the standard which may be reasonably expected of a qualified and experienced environmental professional.</li> </ul> <p>GN 18: A Certified Environmental Practitioner shall:</p> <ul style="list-style-type: none"> <li>• Take all reasonable steps necessary to ensure environmental and public safety during any works undertaken in the professional or practice setting; and</li> <li>• Review and implement the reporting requirements for incidents that cause, or have the potential to cause, environmental damage and/or impact the health and safety of workers and/or the public.</li> </ul> <p>GN 19: A Certified Environmental Practitioner shall:</p> <ul style="list-style-type: none"> <li>• Target communications to be appropriate for different audiences.</li> </ul>
<p>(b) Only practice and offer services in functional areas and specialisations in which one is appropriately qualified, experienced and competent;</p>	<p>GN 18: A Certified Environmental Practitioner shall:</p> <ul style="list-style-type: none"> <li>• Offer and provide services only in areas of their competence and only perform assignments that are relevant to any specialty or specialities of certification to which his or her appointment pertains.</li> </ul> <p>GN 20: Specialist Certified Environmental Practice areas may require separate technical peer review (for example in specialist areas such as environmental risk assessment and/or remediation strategy within a site contamination project; air quality within an impact assessment project; and ornithology within an ecology project). Where a Certified Environmental Practitioner is required to review an environmental report which includes specialist technical components that are outside the expertise of that Certified Environmental Practitioner, a record of technical peer review of these areas by a suitably qualified expert shall be included within the report.</p> <p>Documentation of this information in the final approved report provides context and transparency for regulators and/or persons who may rely on the report.</p>



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<p><b><i>Commitments in the Code</i></b> <b><i>Practice Competently</i></b></p>	<p><b><i>Additional Commitments for CEnvP</i></b></p>
<p>(c) Comply with all applicable governing laws and statutory requirements, and actively discourage non-compliance by others;</p>	<p>GN 21: When preparing, reviewing, certifying or approving reports, Certified Environmental Practitioners shall:</p> <ul style="list-style-type: none"> <li>• Comply with applicable governing laws and statutory requirements;</li> <li>• Apply and comply with applicable national and state codes, guidelines and policies; and</li> <li>• Reference the application and compliance with applicable governing laws and statutory requirements, national and state codes, guidelines and policies in their reports.</li> </ul>
	<p>GN 22: If, due to circumstances outside the control of the Certified Environmental Practitioner, a project does not need to fully consider all requirements and guidance provided in national or state approved codes, guidelines and policies, a Certified Environmental Practitioner shall clearly document in the project’s report the:</p> <ul style="list-style-type: none"> <li>• Purpose and justification of departures;</li> <li>• Objective of the assessment;</li> <li>• Scope of work that has been undertaken; and</li> <li>• Gaps and limitations in the scope of work by assessment of the scope of work for compliance and consistency with the approved codes, guidelines and policies.</li> </ul> <p>Documentation of this information in the final approved report provides context and transparency for regulators and/or persons who may rely on the report.</p>
<p>(d) Promote the involvement of Indigenous Peoples, stakeholders and the community in decisions and processes that may impact on environmental values;</p>	<p>GN 23: Refer to</p> <p>Ethical Practice Guidance Note Practicing Ethically with Respect to the Rights and Interests of Indigenous Peoples</p> <p>Details: <a href="https://www.eianz.org/document/item/6388">https://www.eianz.org/document/item/6388</a></p>





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<b><i>Commitments in the Code Practice Competently</i></b>	<b><i>Additional Commitments for CEnvP</i></b>
(e) Respect the contribution of other professionals and collaborate in multi-disciplinary approaches;	GN 24: Certified Environmental Practitioners shall: <ul style="list-style-type: none"> <li>• Provide full and proper credit to others in terms of their ideas, contributions, and work;</li> <li>• Promote diversity; and</li> <li>• Not engage in behaviour that discriminates, harasses, bullies, or engages in retaliation against other professionals, practitioners, stakeholders or members of the public.</li> </ul>
(f) Be diligent in practice, providing accurate, up-to-date, objective, impartial and unbiased advice;	No additional commitments.
(g) Acknowledge data and information sourced from others, and be accountable for data collected, analyses performed and conclusions drawn or plans developed as part of an assignment;	GN 25: To the extent possible, a Certified Environmental Practitioner shall: <ul style="list-style-type: none"> <li>• Provide work and/or assessments that are replicable and reproducible and would be endorsed by others; and</li> <li>• Produce reports or other documents and records that:               <ul style="list-style-type: none"> <li>○ Are clear, accurate, transparent, and verifiable;</li> <li>○ Distinguish observations from interpretations;</li> <li>○ Report uncertainties in project results in the context of complex and/or variable environmental systems and conditions.</li> </ul> </li> </ul>



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<p>(h) Be prepared to explain work and conclusions drawn, and provide the evidence on which the work is based;</p>	<p>GN 26: A Certified Environmental Practitioner shall not approve or certify a report where the work undertaken has not met the requirements of applicable governing laws and statutory requirements; and/or data collected and analyses performed do not support the conclusions and advice provided.</p>
	<p>GN 27: If a Certified Environmental Practitioner is required to review an existing report that has been prepared by others; the review shall be recorded in a separate document and include the:</p> <ul style="list-style-type: none"> <li>• Purpose and justification of the review;</li> <li>• Objective of the review;</li> <li>• Scope of work that has been undertaken for the review; and</li> <li>• Assessment of compliance and consistency of the information within the report against applicable governing laws, statutory requirements, codes, guidelines and policies; and</li> <li>• Limitations which may apply.</li> </ul>
<p>(i) Continuously update and develop skills through relevant professional development as a basis for competent practice.</p>	<p>GN 28: A Certified Environmental Practitioner shall:</p> <ul style="list-style-type: none"> <li>• Continue to develop relevant knowledge, skills and expertise and actively assist and encourage those under their direction to do likewise; and</li> <li>• Maintain their CPD log as required.</li> </ul>



# Guidance Note on Professional Conduct for Certified Environmental Practitioners

## 3. Complaints and Breaches of the Code

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Complaints, including actual and/or potential breaches of the Code for Certified Environmental Practitioners, shall be submitted in writing on the Complaint Form via the online Complaint portal on the CEnvP Scheme website's Contact Us page. This submission will trigger the CEnvP Scheme Complaint Procedure.

Sanctions against Certified Environmental Practitioners found to have breached the Code range from counselling to the suspension or withdrawal of certification.

Inquiries may be directed to the Program Office at CEnvP Scheme by email at [info@cenvp.org](mailto:info@cenvp.org).