

# Code of Conduct for all professionals issued certification by Oxford Research Institute, Inc.

## ARTICLE 1 – PROFESSIONAL QUALIFICATIONS

Ergonomist and Human Factors Engineers certified by Oxford Research Institute (ORICs) have the responsibility to accurately and completely represent their professional qualifications and those of the institutions they represent.

Principle 1 - ORICs limit their practice only to those areas of human factors and/or ergonomics in which they maintain a “specialty” competence by virtue of education, certification and or training. They enter other additional areas only after sufficient professional training and or preparation and have had this area of expertise reviewed by ORI.

Principle 2 - ORICs present their educational and professional work experience in sufficient detail to permit an accurate interpretation of their areas of expertise and their qualifications to perform given job functions and tasks.

Principle 3 - ORICs do not use their affiliation with Oxford Research Institute or other professional societies in a way that would falsely imply sponsorship, endorsement, or approval by ORI (other than through ORI certification, accreditation or product testing by ORI) or any other organization.

Principle 4 - ORIC’s do not use their affiliation with Oxford Research Institute unless they are ORIC’s in good standing with Oxford Research Institute, including payment of yearly renewal fees and completion of Continuing Education Credits (CEUs) and any other requirements of continued Certification.

## ARTICLE 2 – GENERAL CONDUCT

Human factors engineering professionals and ergonomist certified by Oxford Research Institute have the responsibility to comport themselves in a manner consistent with that generally expected by their professional community.

Principle 1 - ORICs do everything necessary in the conduct of their professional activities to reflect personal integrity and convey the integrity of their profession.

Principle 2 - ORICs avoid sensationalism, exaggeration, and superficiality that may constitute deception and misrepresentation in all professional and public statements, presentations and submissions.

Principle 3 - ORICs avoid all situations that contain elements of conflict of interest and will provide full disclosure of such conflicts to all potentially affected parties.

Principle 4 - ORICs do not use a position as a teacher, a granting or contracting official, an employee or employer, or any other position to coerce or unduly influence others.

Principle 5 - ORIC’s do not use race, religion, age, sex, or national origin as a consideration in hiring, promotion or training in any position where these factors are unrelated to the performance demands of that position.

Principle 6 - ORIC’s factually represent all aspects of any employment offer made by them fully disclosing the terms and conditions and length of employment, facilities, work assignments, and opportunities for advancement, as well as salary and other forms of compensation normally available to employees.

Principle 7 - Where responsible for design, ORIC’s include considerations for the ergonomic and human factors performance of personnel who will operate, service or maintain that design and will represent adverse consequences that can be expected from deviations that can be expected from their design judgments.

ORIC’s should, in so far as possible, anticipate adverse consequences of various design elements and/or deviation from an approved design, and should document their concerns to responsible management?

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## ARTICLE 3 – PUBLICATIONS

ORIC’S are generally obligated to report their work to their professional community, to report it accurately, and to give credit to those who have made professional level contributions to that publication.

## ARTICLE 4 – SUBJECT PRECAUTIONS

ORIC’S have the responsibility, in research that they perform or supervise, to treat human subjects humanely and in conformance with applicable federal, state, local laws and accepted procedures and practices within the scientific community and APA.

## ARTICLE 5 – CEUs

1.0 CEUs are required to be completed and submitted annually to maintain the CIE, CAE, CAsE or CHFEP certification.

## ARTICLE 6 – CERTIFICATION RENEWAL FEES

As per the agreement for certification, you are required to meet certain professional standards, demonstrate continuing education and renew your certification annually by paying the renewal fee. All **Certificates** issued by ORI are the property of ORI and must be returned no later than 12 months after the certificate holder notifies ORI that they no longer wish to renew their certification. If a certificate holder does not renew his/her certification and failed to notify ORI that they do not wish to renew, they will continue to be billed for the renewal fee plus late charges until they either return the certificate, or so notify ORI that they no longer wish to renew. Any certificate holder who does not inform ORI of their wish for non-renewal or does not return the certificate within one year after non-renewal, will have their certification forfeited or CANCELLED immediately for a breach in ETHICS.

Reinstatement will be on a case by case basis depending on the circumstances but there will be a reinstatement fee of \$200.00 (subject to change) in addition to any unpaid renewal fee balances & late charges., if reinstatement is requested plus you must also provide proof of maintaining the continuing education units with additional training.

Your annual renewal fees help to defray a portion of the costs related to the following certification and accreditation activities and expenses:

1. Internet access and maintaining all certificate holder records including CEU tracking
2. Web site and web site updates
3. Exam changes and validity checks
4. Administering and grading exams
5. Overhead costs related to maintaining an office, e.g. postage, electricity, telephones, computer and printer maintenance, paper, and other office supplies which must be purchased periodically.
6. Annual reporting to both State and Federal agencies to maintain our non-profit status in the United States
7. Liability Insurance and periodic Attorney fees for review of changes to our internal procedures and certification activities.
8. Periodic accounting fees for maintaining corporate records, payment histories, and certification and training records.

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## **Temporary suspension of Renewal Fees**

If a certificate holder becomes unemployed or seriously ill for an extended period more than 6 months or must undergo medical treatment for 3-6 months and cannot work, ORI may, if requested in writing, suspend the certification renewal fee normally required, for a period of up to two years.

To become reinstated after the illness or loss of employment and activate the credential, the certificate holder must simply pay the renewal fees which were previously suspended and continue to meet all requirements for continued certification. ORI may also extend the time period for CEUs to facilitate the certificate holder's efforts to meet the requirements.