

National Back Exchange

Ethical Principles and Practice Policy Statement



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1. Purpose of the Policy Statement

The purpose of this document is to provide guidance to individual staff or members on the ethical framework within which the National Back Exchange (NBE) seeks to conduct its business activities; and on the processes that NBE uses to ensure compliance with the highest ethical standards.

All activities and practices carried out by NBE Executive Officers, members and its employees should comply with NBE's ethical standards as set out in this statement.

2. Ethical Standards

NBE is a membership organisation. The primary purpose of NBE is the advancement of moving and handling as a profession. The preservation of this status relies on ensuring that our activities fall within the definition of our aims; and on the integrity with which we undertake those activities.

The ethical standards which apply to activities on behalf of NBE (including research, teaching, consultancy and outreach work) arise from the basic principle that such activities should neither include practices which directly impose a risk of serious harm nor be indirectly dependent upon such practices.

Serious harm includes, for example, failure to respect the interests of human beings and damage to items of cultural value or the natural environment. Ethical practice also requires that the use of individuals' personal data are fully justified and that statutory controls and codes of practice are observed at all times.

All activities undertaken by staff, volunteers and Executive Officers as members of NBE must comply with NBE's ethical standards. In applying this framework to individual decisions, it is the responsibility of the individual to seek guidance on and, if necessary, approval for activities which might be ethically sensitive.

3. Definition of Activities

Decisions concerning ethical or unethical practice in relation to NBE activity could arise in the following contexts:

- The acceptance of external monies or goods
- Business engagement and professional practice, such as, consulting, contracts and training

Decisions concerning ethical investment, ethical trading or the acceptance of gifts or benefactions to NBE are the responsibility of the Executive Committee. Any concerns relating to these aspects of NBE business should be referred to the Executive Chairman.

When faced with a decision which raises potential ethical concerns, the following types of questions should be considered:

- Might the outputs of this activity be used to progress or support unethical practices?
- Does this activity have the potential to do harm to any individuals or groups?



- Does this activity have the potential to do harm to vulnerable adults or children?
- Might this activity have potentially detrimental impacts, for example on the environment?
- Might the undertaking of this activity infringe the human rights of any individual, or be contrary to NBE's Equality duty?
- Does this activity have the potential to bring NBE as a whole, into disrepute?
- Might this activity detrimentally affect other existing relationships or partnerships within the NBE?

Ethics must also be considered when the outputs are published, or disseminated in any other way, for example through an exhibition, presentation or talk. Publication of information must respect the privacy of participating individuals and must give due credit to all involved, both staff and members

4. Ethical Management

NBE has developed management and decision making systems designed to ensure compliance with its ethical standards. Compliance is achieved by establishing a system of accountability, under the oversight of the Executive Committee.

An individual is responsible for implementing an ethical review process that is appropriate for their own circumstances and disciplines. However it must comprise the following elements:

- A clear process for identifying and assessing the risks, actual or potential, of undertaking activity
- A systematic means of identifying and recording, through the use of checklists, questionnaires or survey forms, all relevant information
- A robust system of record keeping

5. Audit Monitoring and Review

The Executive Committee will be responsible for implementing this policy.

This policy will be continually monitored and will be subject to an annual review. An early review may be warranted if one or more of the following occurs:

- As a result of regulatory / statutory changes or developments
- As a result of NBE policy changes or developments

6. Version Control Information & History

Date	Version no.	Status	Summary of changes	Consulting group / person	Changes made by
2017	1		New policy	NBE Exec	Professional Affairs Chair



July 2018	1.1		Minor format and content changes	NBE Exec	Vice Chair
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