

TOURISM MANAGEMENT INSTITUTE

CODE OF PROFESSIONAL CONDUCT

As adopted by the Executive Board on 5 September 2007.

TOURISM MANAGEMENT INSTITUTE
CODE OF PROFESSIONAL CONDUCT

The objects of the Institute shall be to advance the science and art of tourism destination management in all aspects including within the UK and elsewhere, for the benefit of the public. It is the purpose of this Code to ensure that in all their professional activities, members of the Tourism Management Institute:

- (a) Shall act with competence, honesty and integrity;
- (b) Shall impartially exercise their independent professional judgement to the best of their skill and understanding;
- (c) Shall discharge their duty to their employers, clients, colleagues and others with due care and diligence in accordance with the provisions of this Code;
- (d) shall not discriminate on the grounds of race, sex, sexual orientation, creed, religion, disability or age and shall seek to eliminate such discrimination by others and to promote equality of opportunity;
- (e) shall not bring the profession or the Tourism Management Institute into disrepute.

To this end, the Executive Board has drawn up the following numbered clauses which spell out in more detail the requirements of this Code. These requirements shall apply notwithstanding any permission or agreement to the contrary by or with the client or body employing or consulting any member. In this Code, the word 'member' means every corporate member, non-corporate member, honorary member and retired member of the Institute.

1. Members shall take all reasonable steps to maintain and develop their professional competence throughout their working lives. Members who, as employers or managers, have responsibility for other members shall take all reasonable steps to encourage and support such other members in the maintenance of professional competence and continuing professional development.
2. In all their professional activities, members shall not discriminate on the grounds of race, sex, sexual orientation, creed, religion, disability or age and shall seek to eliminate such discrimination by others and to promote equality of opportunity.
3. Members must take reasonable steps to ensure that their private, personal, political and financial interests do not conflict with their professional duties. They must take all reasonable precautions to ensure that no conflict of duty arises between the interests of one employer or client and another, or between the interests of any employer or client and the interests of themselves or their firm or business associates. They must disclose to their employer or clients, as appropriate, any such conflict, whether involving pecuniary or non-pecuniary interests. For the avoidance of doubt "private and professional interests" include those of a members' immediate family and friends as well as those arising through membership of or association with clubs, societies and other organisations.
4. Members shall not disclose or use to the advantage of themselves, their employers or clients, information acquired in confidence in the course of their work.
5. Members shall disclose to their employers or clients any discounts, gifts or commissions received from any third parties in connection with their work as professional Tourism Managers.

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6. The Executive Board may, from time to time, publish supplementary regulations relating to such matters as continuing professional development or professional designations and members shall comply with any such regulations.
7. It is the duty of every member, subject to any restrictions imposed by law or the courts, to report to the Institute any alleged breach of this Code of which he or she becomes aware and to assist the Institute in its investigations.
8. It is the duty of every member who is the subject of investigation by the Institute to assist the Institute in its investigations.
9. The Executive Board has power to discipline any member who:-
 - (a) in the opinion of the Executive Board contravenes any of the provisions of the Code of Professional Conduct, including the Memorandum and Articles of Association or the Institute's Byelaws or who;
 - (b) is convicted by a court of a criminal offence which, in the opinion of the Executive Board results in a breach of the provisions of Byelaw XI, or who;
 - (c) in the opinion of the Executive Board is guilty of gross professional misconduct or incompetence or of such conduct as to render him or her unfit to continue to be a member of the Institute.
10. Disciplinary action will be taken only when the Executive Board believes that the member is personally responsible for the conduct or action in question.

Appendices: A. Relevant Articles of Association
B. Relevant Byelaw

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APPENDIX A:

RELEVANT ARTICLES OF ASSOCIATION
(as incorporated on 6 September 2007)

11. The Executive Board shall from time to time, determine a code of conduct (the “Code of Conduct”) that shall be mandatory on all corporate members of the Institute. The Executive Board shall also from time to time determine the procedures to be implemented following an alleged breach of the Code of Conduct or serious or persistent breach of any of these Articles or the byelaws, rules or regulations of the Institute for the time being in force, the committing of unprofessional conduct, or conduct as would prejudice the welfare or reputation of the Institute or its members.
12. Allegations of misconduct as described in Article 11 shall be considered by a committee that consists of five individuals of whom one must be a serving member of the Executive Board and one a serving member of the National Group/Regional Branch to which the Corporate Member concerned belongs and the majority of the Corporate Members of the committee shall not be members of the Executive Board.
103. The Institute may prescribe by byelaw with regard to any of the following matters, that is to say:-
 - (b) The functions, categories, designations, criteria, qualifications, disqualifications, subscriptions, registration and entrance fees of all members of the Institute and the manner of their nomination, election or admission including exemption or dispensation therefrom, suspension and any other conditions of their membership;
 - (c) the number, functions, designations, criteria, qualifications, disqualifications and terms of office of members of the Executive Board and of the National Council and of Working Groups, committees and sub-committees and of the honorary and other officers and servants of the Institute and the manner of their nomination, elections, appointment, rotation, suspension and removal of any other conditions of their office or appointment.

THE TOURISM MANAGEMENT INSTITUTE (TMI)

APPENDIX B:

BYELAW TO BE MADE UNDER SECTION IX, ARTICLES 91-92

The following byelaw not being inconsistent with the Articles of the Companies Act 1985-1989, or the existing byelaws was adopted at the General Meeting on the 6 September 2007.

Content

XI) Code of Professional Conduct

TOURISM MANAGEMENT INSTITUTE
CODE OF PROFESSIONAL CONDUCT

1. Code of Professional Conduct

The Executive Board shall have the power to prescribe and publish a Code of Professional Conduct and thereafter from time to time to revise, amend, add to or rescind such Code or any part or parts thereof.

2. Conduct of Members

Every corporate and other member shall observe the provisions of the Memorandum and Articles of Association and these Byelaws and shall conduct himself or herself in such a manner as shall not prejudice his or her professional status or the reputation of the Institute and without prejudice to the generality of the foregoing shall, in particular, comply at all times with any Code of Professional Conduct prescribed and published by the Executive Board under the provisions of the last preceding paragraph of this Byelaw.

3. Disciplinary Action

- (a) In respect of any member who, in the opinion of the Executive Board fails to comply with any Code of Professional Conduct prescribed and published as aforesaid, or who otherwise contravenes the provisions of the Memorandum and Articles of Association or these Byelaws, the Executive Board shall have the power to:-
- (i) warn the member as to his or her future conduct; or
 - (ii) reprimand the member; or
 - (iii) suspend the member from membership of the Institute for such period as the Executive Board may determine; or
 - (iv) terminate the member's membership of the Institute forthwith or from such date as the Executive Board shall specify.
- (b) Before suspending or terminating a member's membership in the circumstances referred to in sub-paragraph (a) of Paragraph 3 of this Byelaw the Executive Board shall notify the member concerned of the action proposed, with the reason or reasons therefor and give him or her the opportunity within a period of six weeks of such notification, to make written representation to the Executive Board or a committee of the Executive Board or to appear before the Executive Board or a committee of the Executive Board in person or through any representative that he or she may chose and if the member shall elect to appear before the Executive Board or a committee of the Executive Board as aforesaid he or she or his or her representative (as the case may be) shall have the right to call a witness or witnesses to call evidence in his or her defence and to cross-examine any witness or witnesses called by the Executive Board or a committee of the Executive Board to give evidence against him or her: provided that any member of the Executive Board or other person who shall have been previously concerned on behalf of the Institute in relation to the alleged contravention of the Code of Professional Conduct shall not take part in these proceedings.

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- (c) Any member whose membership is suspended or terminated as aforesaid shall remain liable to pay any unpaid appropriate subscription due from him or her.

4. Resignation

Once a corporate or other member has been notified that an investigation into his or her conduct involving any of the grounds for disciplinary action set out in sub-paragraph (a) of paragraph 3 of this Byelaw is to be conducted by or on behalf of the Executive Board or that the Executive Board is considering whether to carry out such an investigation, he or she shall not be entitled to resign from membership of the Institute until either the investigation has been completed and any conclusion notified to him or her or the Executive Board has notified him or her that it has decided not to carry out such an investigation.

5. Reinstatement

Any person who has been convicted by a court, of any criminal offence involving any of the grounds for disciplinary action set out in sub-paragraph (a) of paragraph (3) of this Byelaw and who has resigned his or her membership or whose membership has been terminated by the Executive Board shall not formally be eligible for consideration for reinstatement within ten years, although the Executive Board may, at its discretion, consider reinstatement within a shorter period.