



OPERATING GUIDELINES

Table of Contents

1.	Governance	3
1.1	Vision and Mission Statement	3
1.2	Board of Directors	3
1.2.1	Meetings	3
1.2.2	Liability of Directors	3
1.3	Executive Council	4
1.4	Secretariat	5
1.4.1	Roles and Responsibilities	5
1.5	Membership Categories	5
2.	Secretariat	5
3.	Administration	5
3.1	Elections	5
3.2	Annual Business Meetings	7
3.3	Other Meetings	7
3.4	Telecommunications	7
4.	Policies	7
4.1	General Criteria for INSHPO Policies	7
4.2	Participation in Events	7
4.3	Conflict of Interest	8
4.4	Gift, Donations or Sponsorship	9
4.5	Use of INSHPO Logo and Name	10
4.6	Proxy Voting	10
5.	Finance	10
5.1	Annual Dues – Members and Affiliate Members	10
5.2	Budget Process	11
5.3	Annual Examination	11
5.4	Payments of Accounts	11
5.5	Expense Privileges	12
6.	Operations	12
6.1	Strategic Planning	12
6.2	Website	12
6.3	Minimum Standards for INSHPO Member and Affiliate Certifying Organizations authorized to recommend an International Passport to Practice	

1. Governance

1.1 Mission Statement

The International Network of Safety and Health Practitioner Organisations Inc. (INSHPO) is the global voice for the occupational Safety & Health profession and acts as a forum for international collaboration among professional organisations to improve safety and health at work.

1.2 Board of Directors

- a) INSHPO consists of a Board of Directors, an Executive Council of Officers elected by the Board of Directors from amongst their number and committees appointed by the Executive Council. The Executive Council comprises of the President, the President-elect, the Vice President and the Secretary-treasurer, and by virtue of their office, the Immediate Past President on alternate years.
- b) The Board of Directors is the representative body of members of INSHPO and exercises all authority in the conduct of its business. It is an assembly of one representative of each member - but not affiliate - organisation who is nominated by their member organisation. The Board of Directors is responsible for ensuring that INSHPO operates to best practice standards and the exercise of due diligence in its governance, as advised by the Secretary-Treasurer. The nominee of each member organisation is entitled to cast one vote on its behalf at meetings of the INSHPO Board of Directors on the occasions when a vote is required. The President is the Chairman of the Board of Directors.
- c) The Board of Directors is responsible for the promotion of the INSHPO mission and the achievement of its ideals; setting out and agreeing INSHPO policy and development; governance arrangements; the admission or expulsion of member and affiliate organisations; and authorising the Executive Council to act on its behalf as may be necessary for the conduct of INSHPO business when the Board of Directors is not in formal session.
- d) The Bylaws define the roles, functions and terms of office of the Board of Directors and the Executive Council.

1.2.1 Meetings

- a) The Board of Directors shall meet as and when the business of INSHPO may require, but at least once in any calendar year at the Annual Business Meeting, (ABM).
- b) The dates and agendas of meetings shall be agreed by the President. The administration of meetings is the responsibility the Secretariat.
- c) Meetings shall be quorate when a two-thirds majority of members of the Board of Directors is present at the meeting. Business shall be conducted on a simple majority vote including permitted proxy votes.
- d) Between meetings of the Board of Directors, decisions on INSHPO business are delegated to the Executive Council. The Executive Council keeps minutes of all meetings and transactions and reports to the Board of Directors.

1.2.2 Liability of Directors

- a) There is no Liability Insurance on a group basis for members of the INSHPO Board of Directors provided by INSHPO.
- b) However, there is still a requirement for each Director of INSHPO to be covered for personal liability while acting on behalf of INSHPO as a Board Member.
- c) This liability coverage may take many forms, but the preferred method would be that each Director be covered by the Liability Insurance that is available from the organisation that he/she belongs to and sponsors that Director on the INSHPO Board.
- d) Each Director will be asked to provide proof that he or she is protected against personal liability to the INSHPO Secretariat upon joining the INSHPO Board of Directors.

1.3 Executive Council

1.3.1 The Executive Council comprises of the elected Officers, namely the President, the President-elect, the Vice President and the Secretary-treasurer, and by virtue of their office, the Immediate Past President.

1.3.2 The Executive Council is authorized by the Board of Directors to operate for the benefit of the INSHPO in the conduct of its business when the Board of Directors is not assembled for business. The Executive Council keeps records of its transactions and keeps the Board of Directors informed of what it is doing. It is supported and assisted by the Secretariat.

1.3.3 The Executive Council is responsible for considering applications for membership of the INSHPO received by the Secretariat and deciding if applicant organisations satisfy the appropriate criteria as defined in Article III of the Bylaws. It informs the Board of Directors of applications received and advises the Board on admission or rejection of an application before the Board votes on the matter.

1.3.4 The Executive Council is responsible for representing INSHPO at appropriate events and meetings in the furtherance of the INSHPO ideals and for the promotion of INSHPO in such contexts.

1.3.5 The Executive Council shall at all times:

- Observe the highest standards of professional conduct and propriety consistent with the holding of high office;
- Confine their activities to those responsibilities defined by the duties for each individual post and in accordance with any agreed brief.

To ensure that, as individuals:

- Any activity involving their employer or private business, should not involve the conduct of INSHPO affairs (other than as one member to another) unless a brief has been agreed in advance;
- When representing INSHPO, either in their home country or abroad, a brief (which can be verbal) is, where practicable, agreed in advance;
- When attending formal or informal functions, either in their home country or abroad, on behalf of INSHPO they should only discuss matters of agreed INSHPO policy and practice and remain aware, at all times, of the confidential nature of matters currently being discussed by the Board of Directors, the Executive Council and any sub-committee;
- When participating in discussions or delivering presentations etc the content of these should be within the framework of and fully consistent with current INSHPO policies, positions and activities;
- When acting in a personal capacity they shall make clear that they are not speaking on behalf of the INSHPO;
- Acknowledge that only the President shall have the authority to make decisions "in the field" in circumstances where it is desirable, in the interests of INSHPO, that action is taken but it is not practicable to consult with the Board of Directors or other members of the Executive Council. The President shall exercise this privilege with due diligence, care and probity and avoid in any way bringing INSHPO or its members into disrepute.

1.3.6 The Secretary-treasurer, although a member of the Executive Council elected by the Board of Directors, is not in the presidential succession. By virtue of this independence, the Secretary-treasurer acts as the "conscience" of the Executive Council and, supported by the Secretariat, ensures that best practices of governance and due diligence are applied in the conduct of the business by the Executive Council and the Board of Directors.

1.4 Secretariat

1.4.1 Roles and Responsibilities

1.5 Membership Categories

- a) Membership of INSHPO is open to organisations that meet the criteria defined in Article III, Section 2 of the Bylaws. Any INSHPO organisation can have a membership in any country anywhere in the world, subject only to that organisation's articles of association / purpose / governance etc. The INSHPO does not seek to limit the freedom of its members to have their representative groups in any nation where there are generalist safety & health practitioners (SHPs) who ask for such to be established. But INSHPO members will not exploit their involvement in places outside of their home nation to develop their own organisation's membership in those places by virtue of their participation in INSHPO.
- b) There are two types of membership in INSHPO, that of Member and that of Affiliate
- c) Members can be either organisations that are wholly composed of generalist health and safety practitioner members, organisations which have a differentiated component of these practitioner members within their structure who are devoted to the regulation of competence, development, promotion and practice of the safety and health profession, or are themselves in whole or part composed of generalist health and safety practitioner organisations within their country.
- d) Because the INSHPO was created to serve the SHP member organisations throughout the world, INSHPO members who have a differentiated component of generalist health and safety practitioner members within its structure must meet additional guidelines in order to meet the criteria of INSHPO member. This type of member must have a differentiated component that:
- Represents a clear majority of the member organisation;
 - A clear majority is defined as 55%;
 - Is governed separately by elected officials from within its own practitioner (SHP) base;
 - Is committed to the professional development and certification of its members;
 - Selects a practitioner member from the differentiated component to be the representative on the INSHPO Board of Directors.
- e) Where in a nation there is more than one professional body representing SHPs and they are from significantly different constituencies within that nation (eg employer advisers may be one group and enforcers may be another; or the difference may be geographical or linguistic), then those bodies (not their individual members) may apply to become INSHPO members. Based on its Bylaws it will be for INSHPO to decide if they meet the criterion of being significantly different (not for the organisations themselves to decide, though of course they will be entitled to make the case, on the basis of objective evidence, in support of their applications). Admission to member or affiliate level or removal from membership is subject to approval by a two-thirds majority of the Board of Directors upon submission of a recommendation by the Executive Council.
- f) Affiliate members are organisations that do not meet the definition of member organisation but subscribe to the ideals of INSHPO. Affiliate members have no voting rights, nor can they hold office as members of the Board of Directors.

2. Secretariat

3. Administration

3.1 Elections

In accordance with the Bylaws, the following provisions shall govern the procedure and voting constituencies for the election of members of the Executive Council.

3.1.1 Conduct of Elections

3.1.1.1 Elections to fill vacancies arising in the membership of the Executive Council shall take place in accordance with the following provisions:

3.1.1.2 Affiliate Members are excluded from the election process in accordance with Article III Section 11 of the Bylaws. Affiliate Organisations have no voting rights, nor can they hold office as members of the Board of Directors.

3.1.1.3 Every Board Member except the Secretariat shall have the right to vote in the election, and may vote for any candidate, provided that on the date stipulated the Board Member's organisation he or she represents has paid the annual subscription fee set by the Executive Council and the Board Member has not violated any ethical standards set forth by INSHPO or otherwise generally recognized by the OSH profession.

3.1.1.4 Elections shall be conducted by electronic ballot, or by any other method determined by the Executive Council. Ballot papers shall be sent by electronic communication to every Board Member entitled to vote. The papers shall contain:

- a) Details of each candidate.
- b) Instructions on how to vote.
- c) The date on which the voting paper must be returned. (7 working days after the Secretariat officially announces the slate of candidates and elections are initiated.)
- d) The address to whom the voting paper should be returned.

3.1.1.5 Elections shall be scrutinised by the Secretariat. The scrutineer shall be responsible for examining and counting the voting papers and for certifying the result of the election. They shall reject any voting paper which is ambiguous in its intentions, or which is received after the specified date. The scrutineer shall deliver a report to the Executive Council containing details of:

- a) The total number of voting papers received.
- b) The number of invalid votes and the grounds of rejection.
- c) The result of the election.

3.1.1.6 The report of the scrutineer shall be conclusive as to the result of the election.

3.1.1.7 In the event of an equal number of votes being cast for two or more candidates and affecting the result of the election, a new election shall be held for those candidates, to be concluded within one calendar month of the date of the first count being made.

3.1.1.8 Candidates with the most votes will be appointed to fill the vacancies arising in the membership of the Executive Council.

3.1.1.9 The result of the election shall be declared within 7 working days of the closure of the election process. The appointment of Executive Council members shall be effective from 1 January following the announcement of the election result.

3.1.2 Nomination of Candidates.

3.1.2.1 Nominations shall be called by email and on the website in the Board Members closed area, or as otherwise determined by the Executive Council, within 7 days from the date of the Annual Business Meeting. The notice shall specify the number of vacancies arising in the membership of the Executive Council and stipulate a return date for nominations of 8 weeks from the date of the call for elections. The Secretariat will inform voting members of the Board of Directors in good standing of the slate of candidates within 7 days of the closing date for nominations.

3.1.2.2 Nominations must be made on a standard electronic form prescribed by the Secretariat. No other written candidate information or communication will be allowed. A nomination will be invalid if it is submitted after the return date, and may be rejected if, on the date stipulated in paragraph 3.1.1.4 (c) for the return of nominations, the candidate has not paid the annual subscription fee set by the Executive Council.

3.1.2.3 The names of those proposing a candidate will not be disclosed to the electorate.

3.2

4. Policies

4.1 General Criteria for INSHPO Policies

4.2 Participation in Events

4.2.1 Introduction

It is the policy of INSHPO to promote events of high quality which serve to project a positive image of the network, to disseminate topical information to members and non members alike, to aid professional development, and to raise income.

All events must be evaluated using the matrix 'Policy on INSHPO participation in events'.

4.2.2 Planning

When considering the organisation of an event the following should be decided at the outset:

- Why the event is to be held;
- What the required outcome is;
- Who the target audience is;
- When and where the event should be held.

This is to be followed by the appointment of an organising committee.

4.2.3 Responsibilities

The organising committee will determine and allocate responsibility for the following:

- Identification of the theme, topics, speakers, target audience, date and venue;
- Contact with speakers to verbally confirm availability/willingness;
- Submitting details to the administrator (where appropriate);
- Sending out speaker detail/requirement forms;
- Confirming speaker information;
- Confirming the availability/suitability/capacity of the venue, and booking it;
- Ensuring that adequate insurance arrangements are in place;
- Drafting the event brochure and/or other promotional material;
- Arranging for printing and/or website publication of the event brochure and/or other promotional material;
- Identification of appropriate mailing lists and/or other methods of dissemination;
- Receipt of bookings and payments from delegates;
- Issue of confirmation of booking and joining instructions;
- Provision of equipment;
- Collation and printing of delegate packs;
- Production of delegate/speaker badges;
- Delivery of equipment/badges/delegate packs to the venue;
- Event registration;
- Writing to speakers after the event to thank them for their participation;

- Post-event follow-up, including issue and review of event questionnaires.

4.2.4 Finance

The organising committee, when deciding the delegate fee, will take into account the financial implications of that decision.

Following the conclusion of the event, all surpluses standing to the event, after the deduction of reasonable expenses incurred, will be credited to the INSHPO fund.

The organising committee will be jointly and severally responsible for any financial liability arising.

4.2.5 Cancellation

In the event that an insufficient number of delegates register, the organising committee will cancel the event so as to ensure minimum financial loss to the network. Where there is no agreement on cancellation the matter will be referred to the President, whose decision shall be final.

4.3 Conflict of Interest (see Appendix A)

4.3.1 The INSHPO bylaws, Article III Organisation, Section 9 states:

“Situations may arise where one or more of the INSHPO members and/or the Secretariat, while pursuing their own legitimate aims and objectives, come into or could be perceived by a third party as coming into, conflict with the aims and objectives of INSHPO. When this occurs, the INSHPO member and/or the Secretariat must declare such possible conflict of interest.”

4.3.2 Members of the INSHPO Board of Directors shall take the following principles into account, in all their dealings and conduct on behalf of INSHPO.

4.3.3 General Principles

- Officers, Directors and employees of non-profit organisations such as INSHPO, may have interests in conflict with those of INSHPO as a whole. The duty of loyalty requires that any Officer, Director or employee be conscious of the potential for such conflicts and act with candour and care in dealing with such situations.
- Conflicts of interest are not inherently illegal nor are they to be regarded as a reflection on the integrity of INSHPO. It is the manner in which the member and the Board of Directors deal with a disclosed conflict which determines the propriety of the transaction.
- A conflict of interest is present whenever an Officer, Director or employee has a material personal interest in a proposed contract or transaction to which INSHPO may be a party. This interest can occur either directly or indirectly. The Officers, Directors and employees may be personally involved with the transaction, or may have an employment or investment relationship with an entity with which INSHPO is dealing, or it may arise from some family relationship. A conflict of interest may result from an Officer, Director or employee performing professional services for the organisation.
- The purpose of these procedures, of written policies, and of conflict disclosure statements is to encourage and help honest and loyal people to act accordingly and to perform their duties in a manner required by law or suggested by good corporate practice.

4.3.4 Three Key Principles

There are three key principles which every member of the INSHPO Board of Directors must be fully cognizant of and practice whenever they act as an INSHPO Director. The following describe these principles in more depth.

4.3.4.1 Awareness

An Officer, Director or employee shall be sensitive to any interest he or she may have in a decision to be made by the INSHPO Board of Directors and, as far as possible, recognise such interest prior to the discussion or presentation of such a matter before the INSHPO Board.

4.3.4.2 Disclosure

- a) The INSHPO Board of Directors shall be required to complete a Record of Disclosure document on both their own personal behalf and also that of their sponsoring organisation. This document is attached as Appendix A.
- b) When an Officer, Director or employee has an interest in a transaction being considered by the INSHPO Board of Directors, the Officer, Director or employee shall disclose the conflict before the INSHPO Board of Directors takes action on the matter.
- c) The duty of loyalty does not totally preclude business interaction in the event of a disclosed conflict of interest. However, these transactions would be subjected to intense scrutiny by a court if called into question. A non-disclosing Officer, Director, or employee exposes themselves and the INSHPO Board of Directors to substantial risks in such an undisclosed conflict. While the law affords protection to Officers, Directors or employees whose decisions were made in the ordinary course of business and in good faith, however unfortunate the decisions may turn out to be, this doctrine shall not extend to shield the non-disclosing Officer, Director or employee, or the Officer, Director or employee who does not reasonably inform themselves.
- d) Each material conflict of interest disclosure shall be in writing and fully recorded in the minutes. Generally, the disclosure shall include the existence of such interest and its nature (e.g. those arising from financial or family relationships, or professional or business affiliations, etc.) and shall be made before any action is taken by the INSHPO Board concerning the matter. However, disclosure alone is rarely enough. After the member discloses the potential conflict, if any related matter is put to a vote of the INSHPO Board, the interested member shall either refrain from voting, or have any action with which he or she participated approved by a disinterested majority of the INSHPO Board. The Officer, Director or employee may consider it prudent to be absent from the meeting when the matter is being discussed except when information may be needed. An Officer, Director or employee having a conflict shall have their absence from discussion and abstention from a vote, as applicable, recorded in the minutes.

4.3.4.3 Disinterested Review

Upon disclosure by the Officer, Director or employee, the INSHPO Board shall provide a disinterested review of the matter. If the INSHPO Board of Directors discovers that it has acted upon a proposal in ignorance of an undisclosed interest it shall promptly re-examine the issue, with an appropriate record of such scrutiny.

4.4 Gifts, Donations and Sponsorship

- a) There may be occasions where gifts, donations or sponsorship are offered to INSHPO from either its member organisations or other bodies to support INSHPO and its objectives.
- b) INSHPO welcomes offers of such gifts, donations or sponsorship. However, in the interests of good governance, any gift, donation or sponsorship must be approved by the Executive Council to ensure that donors do not intend to seek, nor expect to receive, any form of reward.

- c) All gifts or donations will be recorded by the Secretariat and the record will be open for inspection by any INSHPO member organisation. The register will be subject to appropriate auditing procedures and any financial gift, donation or sponsorship shall be shown in the INSHPO accounts.
- d) The Executive Council when approving any such gift, donation or sponsorship will take into account the principles outlined in Article 4.3 of the INSHPO Operating Guidelines.

4.5 Use of INSHPO logo and name

The INSHPO logo forms part of the network's visual identity. Reproduction of the logo is carefully controlled to ensure that it is used in appropriate contexts and applications as well as in the correct format and style. This applies to both print and electronic media. The INSHPO acronym, the INSHPO mark and other elements of the corporate identity are trademarked and are protected under copyright law. Misuse of the logo will be treated seriously and dealt with accordingly. The logo should only be reproduced with the consent of INSHPO by application to the Secretariat and approval by the Executive Council.

4.6 Proxy Voting

A situation may arise at an INSHPO ABM or other meeting of the INSHPO Board of Directors where the designated member of the Board of Directors representing an organisation is not able to be present for a specific meeting.

Another member of that particular organisation will be allowed as a proxy, providing the president (or equivalent) of that particular organisation provides a written communication to the Secretary-Treasurer prior to the Board of Directors meeting, authorizing this new individual as its official representative for the specific event in question. These proxies are to be used only for one particular meeting and are invalidated upon completion of that meeting.

NB: A notice period of two calendar weeks should be given under such circumstances. The proxy should be copied in on all relevant correspondence during this time.

5. Finance

INSHPO is a not-for-profit organisation and its funds are used only to accomplish the objectives specified in its bylaws.

All Officers and Directors of INSHPO serve without any remuneration from INSHPO.

The fiscal year of INSHPO begins on January 1 of each calendar year.

5.1 Annual Fees – Member and Affiliate Members

- a) The Annual Fees for regular and affiliate members are as follows and are due upon receipt of the invoice but no later than the first of January for the ensuing year.
- b) Members who join INSHPO throughout the year will have their membership dues prorated for the portion of the calendar year that they are actual members.
- c) The Annual Subscription costs for INSHPO are in U.S. Dollars per year. Each member organisation shall ensure that the full amount of the annual subscription reaches the Secretariat by the specified due date. The member organisations are responsible for paying any bank charges or fees that might be added on by a financial organisation while processing the payment.

2012 Full Membership Annual Subscription Fees

	MEMBER Organisations				AFFILIATE Organisations
Size of Organisation	< 1000	1000-5000	5000-10,000	> 10,000	Not Applicable
GDP (PPP) of country > 100 x 10⁹(US\$)	\$680	\$1360	\$2715	\$5090	\$250
GDP (PPP) of country < 100 x 10⁹(US\$)	\$340	\$680	\$1360	\$2715	\$250

All Funds are in U.S. Dollars unless denoted otherwise

- d) No organisation shall be entitled to any rights or privileges of membership or representation at any meeting until all fees have been paid
- e) The Executive Council will review the appropriateness of the annual membership fees on an annual basis and has the authority to increase the fees in an amount not to exceed 3%. Recommended fee increase in an amount greater than 3% must be approved by a majority of the full Board. When a revision of annual fees is approved, the Secretariat shall immediately send out notice of these new approved fees to all members and applicant members (prospective members or affiliates with an application in progress). This will ensure that all members are aware of the new fee structure whether or not they were in attendance at the Annual Business Meeting.
- f) In addition, when a new fee structure has been recommended by the EC to the entire Board of Directors for approval, the Secretariat shall inform all applicant organisations of the proposed new fee structure.

5.2 Budget process

- a) Each year, a budget shall be prepared by the Secretary-Treasurer for all INSHPO activities by the end of November for the next calendar year. The budget shall be approved by the Executive Council of INSHPO by the first of the year for which the budget is developed.
- b) The budget, when approved by the Executive Council, shall be published to all INSHPO members within one month of being approved.
- c) The budget and actual results to date shall be reviewed and discussed at each Executive Council meeting.
- d) The actual results of the previous year's budget and the proposed current year's budget with actuals to date shall be reviewed in depth at each Annual Business Meeting (ABM).

5.3 Annual Examination

- a) The Secretariat shall prepare an annual report which includes an examination of all INSHPO financial records with supporting documentation which will be presented at its Annual Business Meeting.
- b) The selection of the organisation which will perform this examination will be done at each ABM for the next calendar year.

5.4 Payments of Accounts

- a) The Secretariat will expend the monies necessary to carry out the functions specified in the bylaws for the organisation.
- b) Each actual cheque or expenditure in excess of \$1000 U.S. Dollars shall be authorized by two of the following:
 - President;
 - Secretary-Treasurer;
 - President-Elect;
 - Vice President;

5.5 Expense Privileges

- a) In all normal situations, each Board member of INSHPO shall receive no reimbursement from INSHPO for any personal funds expended. It is expected that the board member's home organisation will support their respective board members for any expense incurred.
- b) However, there may be special occasions where the President or his/her representative is expected to be involved on INSHPO's behalf and this representation is above and beyond what could reasonably be expected to be covered by the President's respective home organisation. In these cases the Executive Council will decide, in advance, if any INSHPO funds should be expended.

6. Operations

6.1 Strategic Planning

6.2 Website

6.2.1 Key principles. The INSHPO website should:

- Be appropriate to INSHPO's purposes;
- Serve as a tool to promote INSHPO worldwide;
- Provide access to information resources for OSH practitioners;
- Represent a clear professional and forward-thinking image of the network, stressing such factors as reliability, knowledge, best practice, and competency;
- Be regularly reviewed;
- Consist primarily of pages which are open to both members and non-members, although "closed" areas of the site may be developed in order to meet specific needs, e.g. Board of Directors information only;
- Not provide free advertising for members' businesses;
- Not disclose commercially sensitive information;
- Not include advertising or sponsorship without prior specific approval of the Executive Council.

6.2.2 Links

- All links from the INSHPO website should comply with the key principles above.
- Links should be to information that is free. If the linked site charges for some of its information, this should be made clear to the user.
- All links should normally be OSH related and in addition should be directly relevant to one or more of the following: INSHPO's vision and mission statement; INSHPO's Strategic Plan or other topics that form part of accepted OSH knowledge.
- Exceptionally, non-OSH related links may be permitted where the linked site is considered to be of direct benefit to INSHPO members in their roles as OSH professionals.
- Commercial organisations' websites may be included in links, provided the prime purpose is to offer benefits to practitioners that cannot be appropriately sourced elsewhere.

6.3 Minimum Standards for INSHPO Member and Affiliate Certifying Organizations authorized to recommend an International Passport to Practice

These minimum standards are for Member and Affiliate Organizations of the International Network of Health and Safety Practitioner Organisations [INSHPO] that have been granted the right to issue awarded the certification of an International Passport to Practice.

The authorized member/affiliate organisation's process for certification complies with all of the following minimum requirements:

- a) Each member/affiliate organisation has documented certification procedures that are publicly available and easily accessible. How these procedures are implemented and managed is at the discretion of the organisation. Where appropriate, the candidate for certification may be certified in a specific set of competencies directly related to the scope of the OSH professional's practice.
- b) Submission of a written pro-forma application.
- c) Assessment of the application by a certification/registration board or council.
- d) Advice to the applicant of the outcome of their application.
- e) The provision of the right of appeal and a mechanism to appeal the decision of the certification board or council or a mechanism to provide feedback to the unsuccessful applicant and advice on what is required to satisfy the certification criteria.
- f) To finalise certification the successful applicant undertakes in writing to abide by a formal written Code of Conduct or Ethics, meet the written requirements for maintenance of their certification status, and comply with the procedures, policies and processes for dealing with professional conduct complaints and appeals.
- g) Where a member/affiliate organisation makes major changes to its certification procedures, processes and policies, a transitional clause [grandfather clause] may be included with the new procedures, etc.

The authorized member/affiliate organisation's certification board or council shall require the applicant to meet or exceed the following minimum standards for certification:

- a) Demonstrated proof of completion of formal education requirements or an alternative means of establishing the applicant has the required knowledge, expertise and competencies
- b) Demonstrated practical experience.
- c) Fulfilment of a minimum period of full-time practice or equivalent.

The authorized member/affiliate organisation's certification process includes maintenance and continuing professional development requirements that comply with the following minimum standards:

- a) The certification board or council has documented processes, policies, and procedures for maintaining certification that are publicly available and easily accessible.
- b) The certification board or council ensures OSH professionals they certify comply with these processes, policies, and procedures.
- c) The processes, policies, and procedures typically involve a time cycle of no greater than five years.
- d) The activities and tasks the professional member must undertake to maintain certification ensure OSH professionals will continue to develop and enhance their knowledge and skills for the duration of their active careers.
- e) Failure to comply with certification maintenance requirements results in the professional member losing their certification status.
- f) The processes, policies and procedures may typically include provisions for personal hardship, unemployment, and voluntary temporary suspension.

The authorized member/affiliate organisation's certification process includes an effective system for managing complaints and disputes about professional conduct and breaches of the Code of Conduct or Ethics that meets the following standards:

- a) The system is accountable in that it is open, reports outcomes, and gives reasons for decisions.
- b) Disputes and complaints should, if possible, be resolved between the parties in the first instance. If this fails, the system must provide a fair and accessible mechanism for dealing with complaints and for resolving disputes appropriately, effectively, efficiently, and equitably.
- c) The system maintains the integrity of the profession and protects the public by being appropriately and properly resourced, with effective and enforceable sanctions for breaches.
- d) There is commitment at all levels of the authorized member/affiliate organisation to efficient and fair resolution of complaints and enforcement of disciplinary provisions.

APPROVED BY BOARD OF DIRECTORS: May 2012

SIGNED BY THE PRESIDENT:



Phil Lovelock

APPROVAL DATE: May 2012

INTERNATIONAL NETWORK OF SAFETY AND HEALTH PRACTITIONER ORGANISATION'S (INSHPO) CONFLICT OF INTEREST RECORD OF DISCLOSURE

Pursuant to the Operating Guidelines adopted by the Board of Directors of INSHPO requiring disclosure of certain interests, a copy of which has been furnished to me, I hereby state that I or the organisation that sponsors me on the INSHPO Board of Directors have the following affiliations or interests and have taken part in the following transactions that, which considered in conjunction with my position with or relation to INSHPO, might possibly constitute a conflict of interest. (Check "None" where applicable)

1. Outside Interests

Identify any interests or investments, of yourself or your sponsoring organisation that might be deemed a position or financial interest in any outside concern that conflicts with the interests of the INSHPO as described in the Operations Guideline, Section 4.3 - Conflict of Interest.

- None
- Yes (*If Yes, give details*)

Identify any purchases or sales of property or property rights, interests, or services, by yourself or your sponsoring organisation that might be deemed to have been made in competition with INSHPO as described in the Operations Guideline, Section 4.3 - Conflict of Interest.

- None
- Yes (*If Yes, give details*)

2. Outside Activities

Identify any instances in which you or your sponsoring organisation have rendered directive, managerial or consultative services to any outside concern that does business with, or competes with the services of INSHPO, or have rendered other services in competition with INSHPO, as described in the Operations Guideline, Section 4.3 - Conflict of Interest.

- None
- Yes (*If Yes, give details*)

3. Gifts, Gratuities and Entertainment

I hereby certify that neither I nor my sponsoring organisation has accepted gifts, gratuities, or entertainment with a value exceeding \$25 from any outside concern that does, or is seeking to do business with or is a competitor of INSHPO, except as listed below:

- None
- Yes (*If Yes, give details*)

4. Inside Information

I hereby certify that neither I nor my sponsoring organisation have disclosed or used information relating to INSHPO's business for the personal profit or advantage of myself or my sponsoring organisation, or disclose any information to any outside concern that does, or is seeking to do business with INSHPO, that could be used to their advantage when soliciting or doing business with INSHPO except as listed below:

- None
- Yes (*If Yes, give details*)

5. Other

List any other activities in which you or your sponsoring organisation has engaged that might be regarded as constituting a conflict of interest.

- None
- Yes (*If Yes, give details*)

I hereby agree to report to the Board of Directors of INSHPO, any further transactions that may develop before completion of my next Record of Disclosure.

Should a possible conflict arise in my responsibilities to INSHPO, I recognize that I have an obligation to disclose it to the President and the Executive Council, and the Board of Directors, as appropriate, and to abstain from any participation in the matter.

Name _____ Date _____ Position _____