

## SACPCMP APPLICANT CODE OF CONDUCT

### PREAMBLE

Applicants applying for registration to any SACPCMP registration category although not registered are likewise bound to the legal and ethical standard of behaviour during the application process. The Applicant Code of Conduct therefore provides an explicit statement of the applicant responsibilities and the expected standard of performance and behaviour. Misconduct in any of the principles defined below will not be tolerated. Any applicant found to have violated the principles of conduct risks losing the privilege of applying to or entering any of the professions that reside within the ambit of the SACPCMP

### PRINCIPLES

The following describe the principles that are the foundation of the Applicant Code of Conduct. The discussion that accompanies each principle is not intended to provide an exhaustive list of all situations or examples that may be considered to be violation of the Code.

**As an applicant to any of the registration categories of SACPCMP, I pledge to:**

- **Act with honesty and integrity throughout the entire application process when interacting with the staff of the SACPCMP**

Integrity is an obligation that requires each applicant to provide information honestly. Applicants must not falsify information, falsify work experience, plagiarise any reports or provide altered transcripts. An applicant should accurately represent himself/ herself to staff during the entire application process. It is inappropriate to contact SACPCMP staff to enquire about an application claiming to be someone else.

- **Respect the knowledge, skills and values of those involved in the application process including the staff of the SACPCMP.**

It is unacceptable for an applicant to disparage the competence, knowledge and qualification of staff involved in the application process. It is equally inappropriate to imply in word, gesture or deed that an application has been poorly managed or the applicant mistreated by a staff member without tangible evidence. Thus, slanderous comments, uncivil language and abusive behaviour should be avoided and each person should recognise and facilitate civil behaviour amongst all involved in the application process.

- **Respect the autonomy and dignity of anyone involved in the application process**

The applicant should use the highest professional courtesy when interacting with anyone involved in the application process. Offensive or threatening comments via email or SMS or any other form of verbal or non-verbal communication will not be tolerated. Inappropriate

behaviour includes the use of language, gestures or remarks even those with sexual overtones

- **Be responsible and accountable for my actions and personally manage and respond to all matter related to my application.**

Applicant's to any category of registration of the SACPCMP must demonstrate responsibility by taking ownership of all aspect related to the application process. It is the applicant responsibility to provide any information that is requested. Staff are not permitted to discuss an application with an applicant's parents, spouses, relative, friend or employer regardless of who makes the application fee payment. Applicant are at liberty to personally consult staff to seek to learn more about the application process but should remain respectful of decisions made by those involved in the application process.

### **VIOLATION POLICY**

Misconduct and all forms of dishonesty will under no circumstances be tolerated. Sanctions to be applied to violation of this Code of Conduct would include revocation of application thereby losing the privilege of applying or being permitted to enter any of the categories of registration of SACPCMP. SACPCMP equally reserves the right to share such conduct violation with any other body it deems fit.

I, \_\_\_\_\_ **have received, read and agree to be bound by this Code of Conduct**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**