

CODE OF CONDUCT

As a member of the Professional Editors' Group, I undertake to abide by the following:

1. I shall strive to produce work of the highest possible standard, shall accept full responsibility for my work and shall draw the attention of my client/employer to any unresolved problems.
2. I shall refrain from accepting work that I do not have the capacity to complete to the requisite standard and if I unwittingly accept such work I shall inform my client/employer to this effect as soon as possible and if necessary help him/her to find a replacement editor.
3. I shall be guided in negotiating remuneration by the principle of equitability, and in particular I shall refrain from charging excessively high or low rates. (This does not preclude *pro bono* or *pro amico* work.)
4. I shall strive to keep to agreed deadlines and conditions of delivery and shall inform my client/employer in good time should any problems arise with complying with the agreement.
5. I shall treat as confidential all personal and sensitive information that comes to my attention in the course of my work and shall maintain professional detachment, impartiality and objectivity in my work.
6. I shall respect all the rights of the authors of work and of my clients/employers, and specifically copyright, and shall disclose any conflicts of interest.
7. I shall refrain from encroaching on or recruiting the clients of fellow professionals.
8. I shall not accept any work that I have reason to believe is intended for unlawful or dishonest purposes or is contrary to the public interest.
9. I shall constantly pursue self-improvement in order to improve the quality of my work and I shall respect and support my fellow professionals, sharing my professional knowledge for the good of the profession.
10. I shall support and further the interests of the profession and my fellow professionals and shall always conduct myself in such a way as to be a credit to the Professional Editors' Group.

DISCIPLINARY RULES AND PROCEDURE

1. Members must abide by the provisions of the PEG Code of Conduct.
2. A PEG Disciplinary Committee comprising the PEG Executive shall deal with matters relating to discipline and non-compliance with the Code of Conduct. The PEG chairperson shall also chair the Disciplinary Committee. If for some reason this is not feasible, the Executive may appoint an ad hoc five-member Disciplinary Committee to undertake this task.
3. A suspected infringement of the PEG Code of Conduct or any other unprofessional conduct by a registered member should be reported in writing to the chairperson of PEG. This should be done as soon as practicable and can be done by any person, whether a member of PEG or not.
4. If the chairperson is of the opinion that an infringement has taken place, he/she shall inform the members of the Disciplinary Committee of the complaint received and shall request the

- member alleged to have acted in an unprofessional manner to respond to the allegation in writing within seven (7) days.
5. On receipt of the reply or in the event of no reaction within seven (7) days and if the chairperson of the Disciplinary Committee is of the opinion that formal disciplinary action is required, he/she shall prepare a formal charge as soon as is practicable.
 6. In the event of formal disciplinary action being decided upon, the chairperson of the Disciplinary Committee shall ensure that a notice in writing that includes the formal charge is delivered to the member alleged to have acted in an unprofessional manner (hereinafter referred to as the respondent) as soon as practicable. The said notice must require the respondent to reply to the charge in writing within fourteen (14) days.
 7. Upon receipt of the respondent's reply, the chairperson of the Disciplinary Committee shall submit copies of the charge, the complaint, the respondent's reply and any other relevant information to the other members of the Disciplinary Committee for a decision as soon as is practicable. The Disciplinary Committee shall also decide on a sanction if an infringement or offence is found to have occurred.
 8. One or more of the following steps may be taken by the Disciplinary Committee, as appropriate:
 - 8.1 An oral warning
 - 8.2 A written warning
 - 8.3 A request for an apology to the complainant and/or other relevant parties
 - 8.4 Appropriate measures to rectify the results of the respondent's conduct
 - 8.5 The removal of the member from any official position within PEG
 - 8.6 Withdrawal of the respondent's membership of PEG
 - 8.7 Publicisation of the offence and outcome
 9. If the decision is taken by an ad hoc Disciplinary Committee, the decision shall be submitted to the Executive for ratification. The decision of the Executive in ratifying a recommendation by an ad hoc Disciplinary Committee or in its capacity as the Disciplinary Committee shall be final and there shall be no appeal against the decision of the Executive.
 10. The PEG chairperson shall inform the complainant and respondent of the decision of the Executive. If appropriate, the matter shall also be made public.
 11. Should the charge in the opinion of the Disciplinary Committee warrant it, the respondent may, rather than replying to the charge in writing, request that he/she attend a meeting of the Disciplinary Committee specially convened for this purpose. In such a case, the chairperson of the Disciplinary Committee shall arrange a meeting as soon as practicable.
 12. Where the respondent has requested the convening of a meeting, the chairperson of the Disciplinary Committee shall ensure that the complainant and any witnesses are requested to attend the meeting. At the meeting the respondent shall be given a reasonable opportunity to make representations in person to the Disciplinary Committee. The respondent shall also be given the opportunity to cross-examine the evidence of the complainant.
 13. After considering all the evidence and the arguments, the Disciplinary Committee shall make a finding and the process shall be conducted in accordance with Clauses 8, 9 and 10 above.