

MNCC Code of Ethics

GABUNGAN KOMPUTER NASIONAL MALAYSIA (175039-M)

(MALAYSIAN NATIONAL COMPUTER CONFEDERATION)

CODE OF ETHICS

TERMINOLOGY

The following conventions apply to the reading of this code.

1. "He" includes "she";
 2. MNCC means Malaysian National Computer Confederation;
 3. "Client" is any person, department or organisation for whom the member works, or undertakes to provide computer - based services
 4. "User" is any person, department or organisation served by computer-based systems;
 5. "System" means any application involving the use of information technology. "System" may be interpreted as encompassing non-computer procedures such as clerical, manual, communication and electromechanical processes; and
 6. "Council" means the Council of the Malaysian National Computer Confederation.
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Malaysian National Computer Confederation

MNCC CODE OF ETHICS *

*This is an enhancement of the first edition of 1985 by the Malaysian Computer Society (MCS)

PRINCIPLES

The MNCC Code of Ethics embraces the following six principles.

A professional member of the MNCC:

- (1) Will act at all times with integrity and will not knowingly lay claims to a level of competence that he does not possess and at all times exercise competence to the level he claims,
- (2) Will act with complete discretion when entrusted with confidential information,
- (3) Will act with impartiality when giving independent advice and must disclose any relevant conflict of interest,
- (4) Will accept full responsibility for any work which he undertakes and will construct and deliver that which he undertakes to deliver,
- (5) Will endeavor to continuously enhance his professional knowledge and competence
- (6) Will conduct himself in a proper manner and will not seek personal advantage to the detriment of the MNCC.

INTRODUCTION

The MNCC Code of Ethics is based on the six principles mentioned above and each professional member of the MNCC, shall undertake to adhere to these principles as a condition of membership. Each principle is supported by notes for guidance to help in interpretation. Members of the MNCC will appreciate that determination to adhere to the Code will ensure public trust and confidence in computing professionals necessary in the effective use and development of information technology in Malaysia.

1. Integrity

The IT professional will behave all times with integrity. He will not knowingly lay claims to a level of competence that he does not possess, and he will all times exercise competence to the level he claims.

- ❑ Integrity also implies wholeness, soundness, competence. Where necessary the Computing professional should obtain additional guidance or expertise from qualified advisers.
- ❑ He should readily provide any guidance or advice based on his experience and knowledge when requested.
- ❑ He should act in a manner based on trust and good faith towards others in connection with his work.
- ❑ He should express an opinion on a subject in his field of expertise only when it is founded on adequate knowledge and honest conviction, and will properly qualify himself when it is outside his professional competence.
- ❑ He should comply with the standard code of practice of the industry and any other codes that are applicable and ensure his clients are aware of the significance of these codes of practice.
- ❑ He should be aware and understand the relevant legislation, regulations and standards, and that he complies with such requirements, and when necessary, any other requirements of law specific to the jurisdiction with which he is working, and seek specialist advice when necessary.
- ❑ He should conduct his professional activities without discrimination against clients or colleagues and provide equal access to the benefits of ICT.
- ❑ He shall reject and shall not make any offer of bribery or inducement.

2. Confidentiality

He will act in complete discretion when entrusted with confidential information and carry out his work with due care and diligence.

- ❑ He should not disclose, or permit or cause the disclosure or use to his own advantage, any confidential information relating to the affairs of his present or previous employers without their prior permission. This principle covers the need to protect confidential data.
- ❑ He should observe all measures to ensure confidentiality or be vigilant of

international breach of confidentiality by third party or misuse of data.

3. Impartiality

He will act with strict impartiality when giving independent advice and must disclose any relevant conflict of interests.

- This principle is primarily directed at cases where the member or his relatives and friends may take private profit if the client or employers follow his advice. Any such interest should be disclosed in advance.
- A second interpretation is where there is no immediate personal profit but the future business or scope of influence of his department depends on his advice to solution being accepted. Whereas the salesman is assumed to have a bias towards his own company, an internal consultant should always consider the welfare of the organization as a whole and not just the increased applications of ICT.

4. Responsibility

He will accept full responsibility for any work, which he undertakes and will construct and deliver that which he undertakes to deliver

- Trust and responsibility are at the heart of professionalism. A member should know what his responsibilities are and discharge it with integrity. He should complete the work he accepts on time and within budget. If he cannot deliver what he promised then he must alert the client or employer at the earliest possible time so that corrective action can be taken, if any overrun is foreseen.
- He should have regard to the impact of computer based systems, insofar as these are known to him, on the basic human rights of individuals, whether within the organization, its customer or suppliers, or among the general public.
- Subject to the confidential relationship between himself and his customer, he is expected to transmit the benefits of information/knowledge which he acquires during the practice of his profession, as a result of his technical knowledge, to illuminate any situation which may harm or seriously affect a third party.
- He should combat any ignorance about technology especially in areas where application of his expertise appears to have dubious social merit.

5. Competence and Professionalism

He should uphold the reputation and good standing of MNCC in particular, and the profession in general, and shall seek to improve professional standards, through participation in their development use of enforcement.

6. Relationship to the MNCC

He will not seek personal advantage to the detriment of the MNCC.

- It is necessary to write this principle into the Code of Ethics to prevent misuse of the considerable influence that a professional society can have. Nevertheless, its impact is largely internal and the points that have been made should be read in that light.
- As a representative of MNCC he should not bring MNCC into dispute by personal behavior or acts.
- He should not misrepresent the views of the MNCC nor represent that the views of a segment or group of the MNCC which may be misconstrued as the views of MNCC. Any conflict of interest should be declared when acting or speaking on behalf of the MNCC.
- He should not serve his own pecuniary interest or those of his employers when he is acting as a representative of the MNCC, save with permission from MNCC following a full disclosure of all the facts.
- He is expected to apply high standard of behavior in his social life as is demanded of him in his professional activities. Confidentiality is the key qualification of MNCC and any conduct which in any way undermines that (e.g. a gross breach of a confidential relationship) is of deep concern to MNCC.
- He should at all times conduct himself with courtesy and consideration towards all and should consider what personal contribution he can make both to the MNCC and to the public generally.

NOTES ON DISCIPLINARY PROCEDURE

1. All members of MNCC undertake to comply with MNCC's Code of Ethics. In the event a complaint is received against a member for infringement of the Code, and the following note explains MNCC's disciplinary procedures.
2. First, a written complaint must be submitted to MNCC's Hon. Secretary. In cases where this can be resolved through the knowledge, experience and expertise of MNCC in the several areas of IT practice, no formal enquiry will be held. These discussions are conducted in strict confidence.
3. In more difficult and complex cases an Investigation Committee can be appointed to look into the grievance and make a recommendation to the Disciplinary Committee. The Disciplinary Committee will set a date for a hearing and invite the complainant and the respondent after due notice to both parties. Legal assistance may be retained. Sanctions which can be applied include Admonishment, Suspension and Expulsion from MNCC. There is an appeal procedure.
4. The Code of Ethics is administered by a representative group, and a member of the Investigation Committee is retired and replaced every year. Members of Disciplinary and Appeals Committee will be specially appointed by the Council for each case to ensure that no member of any of the three committees serves on either for the other committees for that case. Further, the Chairperson of the Disciplinary and Appeals Committee may be advised by lawyers retained by the MNCC.
5. The Memorandum and MNCC Article of Association and By-Laws do not differentiate between professional and non-qualified members. Senior executive in charge of a major application or project is responsible for the accuracy of the information produced by the installation and for ensuring that those for whom it is prepared are fully aware of its limitation. The responsibility of senior systems analyst and programmers are also heightened because their work is so little understood by others and failures can have serious consequences. It must, however, be borne in mind that the more responsibility a member carries, the higher will be the standard expected of him and the more rigorously MNCC's sanctions have to be applied. In the interest of the public, the highest standard will be expected of those in public practice who by nature of their work accept personal responsibility for what they undertake.
6. The MNCC has no legal standing with regards to the member and his employer, whether an individual or a company. Its remedy lies in giving, where appropriate, fullest support to the stand taken by a member who loses his job, or is in danger of doing so, and for ensuring the employer who seeks to the place the member in a position which could cause him to violate the ethical code of his profession.

7. The MNCC cannot consider a complaint against a member where a member's conduct is the subject of legal proceedings. MNCC has no power to give evidence under oath, nor compel the production of documents. In these circumstances a view expressed by any member in his official capacity on behalf of MNCC could improperly influence the course of justice. The complaint could only be considered when the legal action is completed, or it is established that no legal proceeding will take place. This does not prevent a member appearing in the courts as an 'expert witness'.