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Quality Management System

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## **5. Code of Conduct**

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# Quality Management System

## 5. Code of Conduct

Revision	<b>0</b>
Date	<b>2014-01-09</b>
Written by	<b>Einar Thór Ingólfsson</b>
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Description	

## 5 Code of conduct

The code of conduct describes the basic ethical rules for standard business behaviour. It applies to all part of our business should be known by all employees and business partners.

The code of conduct forms a part of the Quality Management system and follows the Federation of Consulting Engineers' (FDIC) model code of ethics.

We will accept the responsibility of the consulting industry to society.

We will seek solutions that are compatible with the principles of sustainable development.

We will, at all times, uphold the dignity, standing and reputation of the consulting industry.

We will maintain knowledge and skills at levels consistent with development in technology, legislation and management, and apply due skill, care and diligence in the services rendered to the client.

We will perform services only when competent to perform them.

We will act at all times in the legitimate interest of the client and provide all services with integrity and faithfulness.

We will be impartial in the provision of professional advice, judgement or decision.

We will inform the client of any potential conflict of interest that might arise in the performance of services to the client.

We will not accept remuneration which prejudices independent judgement.

We will promote the concept of "Quality-Based Selection" (QBS).

We will, neither carelessly nor intentionally do anything to injure the reputation or business of others.

We will, neither directly nor indirectly attempt to take the place of another consulting engineer, already appointed for a specific work.

We will not take over the work of another consulting engineer before notifying the consulting engineer in question, and without being advised in writing by the client of the termination of the prior appointment for that work.

In the event of being asked to review the work of another, we will behave in accordance with appropriate conduct and courtesy.

We will neither offer nor accept remuneration of any kind which in perception or in effect either a) seeks to influence the process of selection or compensation of consulting engineers and/or their clients or b) seeks to affect the consulting engineer's impartial judgement.

We will co-operate fully with any legitimately constituted investigative body which makes inquiry into the administration of any contract for services or construction.

We will treat all people fairly and with dignity and respect, irrespective of their age, gender, sexual orientation, race, faith, disability, social or economic background or any other inappropriate distinction.

All employees are accountable under an obligation to raise any issue of doubts with their management for clarification and decision.