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## Overview

This standard is concerned with the competence to work within a framework of laid down rules, guidelines and procedures defining the way in which the organisation deals with legal, ethical, behavioural, confidentiality and personnel issues. The objectives of actions are to contribute to the maintenance of the integrity and standing of the organisation with its employees, business associates and customers.

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## Performance criteria

### You must be able to:

You must be able to:

P1 Understand and follow the laid down rules, guidelines and procedures

P2 Identify situations likely to give rise to breaches of the laid down law, rules, guidelines and procedures and refer them to those with the authority for dealing with the issues

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## Knowledge and understanding

### You need to know and understand:

You must be able to:

K1 The organisation's rules, procedures and guidelines for the matters listed in Scope item 1

K2 An appreciation of what constitutes a duty of care

K3 Where you can get guidance and advice from within your organisation in the event of uncertainty on questions of law, ethics and values

K4 Health and safety regulations codes and practices applicable to your organisation and its business operations

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## Scope/range related to performance criteria

### 1. Rules, guidelines and procedures for (5 from 10)

- 1.1. Commercial confidentiality
- 1.2. Matters relating to company security
- 1.3. Grievance and discipline matters
- 1.4. Handling of personal information
- 1.5. Data protection
- 1.6. Equal opportunities
- 1.7. Freedom from discrimination
- 1.8. Health, safety and environmental protection
- 1.9. Ethical Code
- 1.10. Employment Law

### 2. Those with authority include (2 from 4)

- 2.1. Line and function management
- 2.2. Project management
- 2.3. Human resources management
- 2.4. Legal Department
- 2.5. Contracts Department

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| Developed by | SDS |
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| Version Number | 1 |
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| Date Approved | 30 Sept 2010 |
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| Indicative Review Date | 01 Jan 2013 |
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| Validity | Current |
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| Status | Original |
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| Originating Organisation | Engineering Construction Industry Training Board |
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| Original URN | NPCEPCE68 |
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| Relevant Occupations | Engineer, Engineering, Engineering and Manufacturing Technologies, Information and Communication Technology, Information and Communication Technology Officer, Information and Communication Technology Professionals |
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| Suite | Project Control, Estimating, Planning and Cost Engineering |
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| Keywords | organisations rules, guidelines, procedures, ethical, behavioural, personal, organisational standing |
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