



THE INSURANCE INSTITUTE OF ZIMBABWE

CODE OF CONDUCT FOR IIZ FELLOWS

Introduction

In every civilised society rules of conduct exist for the benefit of society at large and in order to give freedom for individual members to go about their legitimate business within bounds of behaviour which are accepted and observed by others.

It is common with professional bodies and organisations to draw code of conducts in guiding their members. The Insurance Institute of Zimbabwe (IIZ) like any of these bodies has formulated its own rules as a Code of Conduct to define the actions and behaviour expected of IIZ Fellows practising in everyday professional life. This code of conduct has been drawn up to reflect the standards of conduct and work expected of all IIZ Fellows.

The Code

1. The IIZ Fellows shall, in exercising their professional responsibilities, and in all professional matters, subordinate personal interests to those of the public, the client or employer or the Institute and profession as the case may be.
2. The IIZ Fellows shall not violate any law or regulation duly enacted by any governmental body whose authority has been established by law, and no Fellow of IIZ shall knowingly lend themselves, their names or their services to any unlawful act of their employer or client.
3. The Institute's Fellows shall not wilfully misrepresent or conceal material fact in insurance and risk management business dealings in violation of any duty or obligation.
4. All IIZ Fellows shall not sign or associate themselves with any letter, report, statement or representation, which they know is false or misleading, or which is prepared in a manner, which might tend to be misleading or to misrepresent the actual situation.
5. The Institute's Fellows shall treat as confidential any information, documents, or papers relating to the business affairs of their employer or client and shall not disclose or produce such information, documents or papers, without the consent of the employer or client concerned, except as required to do so by law.
6. The IIZ Fellows shall use due diligence to ascertain the needs of their client or principal and shall not undertake any assignment if it is apparent that it cannot be performed by them in a proper and professional manner.

7. IIZ Fellows shall not fail to use their full knowledge and ability to perform their duties to their client or principal.
8. In all dealings IIZ Fellows shall conduct themselves with dignity and shall avoid conduct, which would discredit the profession of insurance or the Institute.

Disciplinary Procedures

This code sets out the basic principles that are intended to help IIZ Fellows maintain the highest standards of professional conduct. Should a case arise where a Fellow is believed to have fallen short of the standards required, disciplinary action shall be taken. The Institute will determine what action should be taken in any particular instance. Action will be appropriate to the circumstances, and in the most serious of cases, the sanctions available to the Institute shall include removal of professional status and expulsion from the Society of Fellows.

FULL NAME _____

SIGNATURE _____

DATE _____