



Environmental Management  
and Business Institute

at the UNIVERSITY of WISCONSIN - GREEN BAY

## ***EMBI Internship Introduction - Ethics & Confidentiality***

### **Ethics:**

In a professional environment such as you will be involved in for this internship, ethics is of most importance. You will be given responsibility during this internship, and the results of being unethical could prove to be costly. A good guideline of ethics comes from the highly respected members of the American Institute of Chemical Engineers (AIChE). Even if you aren't an engineer, this is still a good guideline for anyone who will be working in the technical aspects of industry. The AIChE code of conduct is as follows:

Uphold and advance the integrity, honor, and dignity of the engineering profession by being honest and impartial and serving with fidelity their employers, their clients, and the public; striving to increase the competence and prestige of the engineering profession; and using their knowledge and skill for the enhancement of human welfare. To achieve these goals, members shall:

- Hold paramount the safety, health and welfare of the public in performance of their duties.
- Formally advise their employers or clients (and consider further disclosure, if warranted) if they perceive that a consequence of their duties will adversely affect the present or future health or safety of their colleagues or the public.
- Accept responsibility for their actions and recognize the contributions of others; seek critical review of their work and offer objective criticism of the work of others.
- Issue statements or present information only in an objective and truthful manner.
- Act in professional matters for each employer or client as faithful agents or trustees, and avoid conflicts of interest.
- Treat fairly all colleagues and co-workers, recognizing their unique contributions and capabilities.
- Perform professional services only in areas of their competence.
- Build their professional reputations on the merits of their services.
- Continue their professional development throughout their careers, and provide opportunities for the professional development of those under their supervision.

SOURCE: American Institute of Chemical Engineers Code of Ethics <[www.aiche.org/About/Code.aspx](http://www.aiche.org/About/Code.aspx)>, 2007.



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# Confidentiality:

Confidentiality is very important for EMBI, because it is very important to the sponsoring organizations. At the beginning of your internship, you will discuss confidentiality concerns about your sponsoring organization with your supervisor. It is extremely important that you comply with all confidentiality concerns. Always err on the side of caution with confidentiality; if you question if information is confidential or not, it probably is. The following is a guideline for confidentiality from the University of Victoria Engineering co-op program:

- Never put your present or your previous employer at a disadvantage. You are responsible for the protection of his/her interests as if you had sworn an oath to that effect.
- Regard all information about an organization, its structure and activities as implicitly confidential. The intimate details of your job are not subjects for casual conversation. Discuss them only with qualified personnel, not friends, family, parents or spouses. When updating your resume, be careful not to include confidential information like a confidential process or report title.

Do not breach confidentiality. Remember that once learned, confidential information cannot be unlearned. Keep this in mind before viewing information you know to be sensitive: you will have to live with the restrictions it places on you for years.

SOURCE: University of Victoria, Engineering Co-op Program, <[www.coop.engr.uvic.ca/engrweb/confid.html](http://www.coop.engr.uvic.ca/engrweb/confid.html)>, 1996.

