



BASIS® APPROVED TRAINER - CODE OF ETHICS

This Code, to which BASIS Approved Trainers prescribe, is designed to set the standards of professional conduct for all Trainers and Training Providers who are registered as BASIS Approved Trainers. The Code concerns the training provided to prepare candidates for the statutory BASIS Certificates in Crop Protection, as identified under the Food and Environment Protection Act 1985 (FEPA) and the Control of Pesticides (Amendment) Regulations 1997, FACTS certification for advisers selling fertiliser and giving fertiliser advice in accordance with Section A-E, Schedule 1 of the Fertiliser Regulations 1991, and any other nutrient sources applied to enhance crop growth and quality and other examinations examined by BASIS (Registration) Ltd.

No Code of Ethics can provide for all eventualities; all BASIS Approved Trainers and Training Providers should order their affairs such that they always uphold the dignity of the Pesticide, Fertiliser and Allied Industries. The rules set out below are designed to assist in the achievement of appropriate professional conduct.

1. At all times Trainers and Training Providers must ensure that the training and tuition given, is in accordance with current legislation and, in particular:
 - a) has due regard to any environmental impact;
 - b) gives priority to the health and safety of those that sell, purchase and use pesticides and fertilisers or associated services.
2. Trainers and Training Providers shall respect the confidentiality of information relating to a customer/ client/employer.
3. Trainers and Training Providers shall maintain awareness of progress and knowledge in their roles as BASIS Approved Trainers in order to maintain a high standard of professional competence relative to their sphere of activity in line with the requirement for their status as BASIS Approved Trainers.
4. Trainers and Training Providers shall publicise their professional service with dignity and not create an invidious distinction between other trainers nor bring the profession into disrepute.
5. Trainers and Training Providers shall co-operate with professional colleagues so that customers/clients, the public and the environment may benefit.

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6. A Trainer or Training Provider should carry out his/her professional work with a proper regard for the technical and professional standards expected of him/her. A Trainer or Training Provider should not undertake professional work that he/she is not competent to perform.
7. Trainers and Training Providers should note that failure to comply with the Code may lead to disciplinary action including suspension or removal from the list of BASIS Approved Trainers.

N.B. in all cases hereafter within this document, wherever the word Trainer appears then it should also be taken to include Training Providers as one and the same for these purposes.

Any allegation of a breach of the Code of Ethics will be investigated by BASIS. In the event that BASIS believes that there has been a prima facie breach of the Code it will be reported to the Education & Training Committee who will investigate. Should the committee decide that there is no case to answer, no further action will be taken with the trainer.

NB - No action will be taken regarding any allegation unless substantiated written evidence is produced by the complainant.

If the committee decides that there is a case to answer, then:

1. An investigating sub-Committee of the Education & Training Committee will be made up of:
 - a) The Chairman of the E&T Committee
 - b) Two other members of the E&T Committee, one of whom must be engaged in the same discipline as the trainer under investigation
 - c) One member of the BASIS (Registration) Limited Board
 - d) The BASIS UK Development Manager (ex-officio) who will act as Secretary to the investigation Sub-committee.
2. The sub-committee shall consider the allegation made against the trainer. If it considers that there is no case to answer (or that the matter is of no consequence) it may dismiss the case without further reference to the trainer concerned. No record of such a case will be retained but the sub-committee has the power to comment on the case to the complainant.

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3. In all other cases the sub-committee will advise the trainer of the complaint made and will seek the trainer's views on it. If, after considering the trainer's views, the sub-committee is of the opinion that there is no case to answer, no further action will be taken.
4. In the event that the sub-committee is of the opinion that there is a case to answer, then the trainer shall be so advised by BASIS Management and at the same time the trainer will be advised of:
 - a) the date on which the sub-committee will meet to consider the case (such date to be agreed with the trainer where possible);
 - b) the trainer's right to be present at the hearing and to nominate a representative;
 - c) his/her right to call witnesses;
 - d) his/her right to present further written information in advance of the hearing;
 - e) copies of correspondence can be made available to the trainer, on request.
5. Should the trainer fail to acknowledge BASIS advice of the sub-committee hearing within 21 days, then the sub-committee may proceed with the case without further reference to the trainer and may take such action as it considers appropriate to the case.
6. At the sub-committee hearing the member may present his/her case, or have it presented for him/her, and may call witnesses but may not cross examine his/her own witnesses.
7. The sub-committee shall have the right to impose any of the following penalties:
 - a) warn trainer as to future conduct;
 - b) issue a strong reprimand;
 - c) suspend the trainer from the list of BASIS Approved Trainers for a period;
 - d) recommend to the Education & Training Committee that the member be excluded permanently from the list of BASIS Approved Trainers.
8. After the hearing the sub-committee shall consider the case in the absence of any third parties and will deliver its conclusion and penalty if any. The conclusion and penalty shall be confirmed in writing to the trainer, the BASIS Registration Board, the FACTS Management Committee where the trainer is training candidates for the FACTS examination, and the Managing Director of BASIS.

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9. The trainer may appeal against the decision taken by the sub-committee, in writing, within fourteen days of notification of the decision. In the event of an appeal, an independent arbiter, agreeable to both the sub-committee and member, shall be appointed. The arbiter may need to appoint assessors if it is a very difficult case.
10. BASIS management shall make an estimate of the costs of the Appeal and shall inform the trainer. The trainer will be required to lodge the estimated costs with BASIS prior to the Appeal. Should the Appeal be successful, the costs will be returned to the trainer and all other costs will be borne by BASIS.
11. The arbiter's decision shall be final and binding.