



## **CODE OF ETHICS**

PP Pm

## **Preamble**

The Law No. 023/2025 of 01/09/2025 governing the professions of Architecture, Engineering and Quantity Surveying recognizes engineering as a profession entrusted with safeguarding public safety, health, welfare, property, and the environment. Article 47 of the Law provides that any person who commits a disciplinary fault shall be liable to the corresponding disciplinary sanction, and further requires the Institute of Engineering Rwanda (IER) to establish a Code of Ethics providing for professional conduct, disciplinary faults and applicable sanctions.

Recognizing that engineering practitioners play a critical role in Rwanda's socio-economic transformation and sustainable development, the Institute of Engineering Rwanda hereby adopts this Code of Ethics and Professional Conduct to promote the highest standards of integrity, competence, accountability and professionalism.

This Code establishes the ethical principles, professional obligations, standards of conduct and disciplinary procedures applicable to engineering practitioners. It aims to strengthen public confidence in the engineering profession, promote responsible professional practice, encourage continuous professional development, provide fair mechanisms for resolving professional disputes and disciplinary matters, and ensure that all engineering services are delivered in accordance with the law, accepted engineering standards and the public interest.

This Code shall be interpreted and applied in harmony with the Constitution of the Republic of Rwanda, Law No. 023/2025 of 01/09/2025 governing the professions of Architecture, Engineering and Quantity Surveying, other applicable laws of Rwanda, and the governing instruments of the Institute of Engineering Rwanda. Nothing in this Code shall limit the application of any criminal, civil or administrative liability provided for under the laws of Rwanda.

## **SECTION I: GENERAL PROVISIONS**

### **Article 1: Purpose**

The purpose of this Code is to:

1. establish the ethical principles and standards of professional conduct governing engineering practitioners in Rwanda;
2. promote integrity, competence, accountability and excellence in engineering practice;
3. protect the public, clients, employers and the environment from unethical or incompetent professional conduct;
4. provide a transparent, fair and consistent framework for handling complaints, resolving professional disputes and determining disciplinary matters;
5. strengthen public confidence in the engineering profession and the Institute of Engineering Rwanda; and
6. promote continuous professional development and responsible engineering practice.

## **Article 2: Scope of Application**

This Code shall apply to:

1. Engineering professionals;
2. Engineering consulting firms and other entities registered to provide engineering services;
3. Graduate engineers and engineering trainees where applicable under the laws governing the Institute;
4. Any natural or legal person providing engineering services within the Republic of Rwanda, whether registered or unregistered, to the extent permitted by applicable law; and
5. Any other person whose conduct falls within the disciplinary jurisdiction of the Institute of Engineering Rwanda under the applicable laws and regulations.

## **Article 3: Fundamental Principles**

Every engineering practitioner shall uphold the following fundamental principles:

1. **Integrity** – acting honestly, ethically and transparently in all professional activities.
2. **Competence** – undertaking only work for which the practitioner possesses the necessary qualifications, knowledge, skills and experience.
3. **Public Safety and Welfare** – placing the safety, health, welfare and security of the public above personal, commercial or institutional interests.
4. **Professional Responsibility** – exercising independent professional judgment and accepting responsibility for professional decisions and actions.
5. **Accountability** – being answerable for professional conduct, decisions and the quality of engineering services provided.
6. **Respect for the Law** – complying with the Constitution, applicable laws, regulations, standards and lawful directives governing engineering practice.
7. **Environmental Stewardship** – promoting sustainable development and protecting the environment and natural resources in all engineering activities.
8. **Fairness and Impartiality** – treating clients, employers, colleagues, contractors, regulators and members of the public with fairness, respect and without discrimination.
9. **Confidentiality** – protecting confidential information acquired through professional practice except where disclosure is required by law or necessary to protect the public interest.
10. **Professional Excellence** – maintaining and improving professional knowledge and competence through continuous professional development and lifelong learning.
11. **Respect for the Profession** – conducting oneself in a manner that preserves the dignity, honor and reputation of the engineering profession and promotes public confidence in engineering practice.

## **SECTION II: PROFESSIONAL DUTIES AND RESPONSIBILITIES**

### **Article 4: Duties to Clients and Employers**

Every engineering practitioner shall discharge his or her professional responsibilities with honesty, loyalty, competence and due diligence. In particular, a practitioner shall:

- a) Act in the legitimate interests of clients and employers while upholding the law, public safety, professional independence and ethical standards.
- b) Perform professional services with reasonable skill, care, diligence and competence consistent with accepted engineering practice.
- c) Undertake only those assignments for which the practitioner possesses the necessary qualifications, competence, experience and authorization.
- d) Maintain the confidentiality of all information acquired during professional practice, except where disclosure is required by law, authorized by the client or employer, or necessary to protect public safety or the public interest.
- e) Avoid actual, potential or perceived conflicts of interest and promptly disclose any conflict that could influence professional judgment or compromise impartiality.
- f) Provide objective, accurate and unbiased professional advice based solely on sound engineering principles and evidence.
- g) Safeguard the property, resources, confidential information and intellectual property of clients and employers entrusted to the practitioner.
- h) Keep clients and employers adequately informed of project progress, foreseeable risks, significant changes, delays or circumstances that may affect the quality, cost, safety or timely completion of engineering services.
- i) Decline instructions or assignments that require unlawful conduct, unethical behavior or actions likely to endanger public safety, health, property or the environment.
- j) Not undertake professional duties reserved for a higher category of registration except where expressly permitted by law and carried out under the supervision and responsibility of an appropriately registered practitioner.

### **Article 5: Professional Responsibilities Within the Engineering Hierarchy**

Engineering practitioners shall respect the professional hierarchy established by law and cooperate to ensure the safe, effective and efficient delivery of engineering services.

Accordingly:

- a) Registered Engineers shall provide technical leadership, professional supervision, mentorship and guidance to graduate engineers, engineering technologists and engineering technicians working under their responsibility.
- b) Registered Engineering Technologists shall implement engineering designs, supervise technical operations within their authorized scope of practice, provide technical support and ensure compliance with approved engineering specifications and standards.
- c) Registered Engineering Technicians shall diligently execute assigned technical tasks, comply with approved instructions and specifications, maintain accurate records, and promptly report unsafe conditions, technical deficiencies or irregularities to their supervisors.
- d) Every practitioner shall recognize the limits of his or her registration category and shall neither undertake nor authorize professional work beyond the scope permitted by applicable laws, regulations and the rules of the Institute of Engineering Rwanda.
- e) Practitioners exercising supervisory responsibilities shall ensure that delegated work is adequately supervised, reviewed and verified before approval.
- f) No practitioner shall misuse his or her professional status to undermine, intimidate or improperly influence another practitioner.

#### **Article 6: Competence and Scope of Professional Practice**

Every engineering practitioner shall maintain professional competence and practice only within the limits of his or her education, training, experience and registration.

Accordingly, a practitioner shall:

- a) Accept professional assignments only where he or she possesses the necessary knowledge, skills, qualifications and practical experience.
- b) Continuously maintain and improve professional competence through Continuing Professional Development (CPD), technical learning and awareness of current engineering standards, technologies and legislation.
- c) Seek specialist advice or engage appropriately qualified professionals whenever an assignment extends beyond his or her area of competence.
- d) Ensure that all engineering work prepared under his or her supervision is properly reviewed before approval or certification.
- e) Exercise independent professional judgment and not permit commercial, political or personal interests to compromise engineering decisions.

f) Refrain from signing, certifying, endorsing or approving engineering documents, drawings, calculations, reports or specifications that have not been personally reviewed or adequately supervised.

g) Promptly advise clients or employers whenever a proposed course of action is technically unsound, unlawful or likely to compromise public safety, quality or environmental protection.

#### **Article 7: Professional Integrity and Ethical Conduct**

Engineering practitioners shall conduct themselves with honesty, fairness, dignity and integrity in all professional and personal activities that may affect the reputation of the profession.

Every practitioner shall:

a) Act truthfully and honestly in all professional communications, reports, certifications and representations.

b) Acknowledge and promptly correct professional errors or omissions upon becoming aware of them and cooperate in implementing appropriate corrective measures.

c) Never falsify, alter, conceal or misrepresent engineering data, reports, calculations, inspection records, test results or professional opinions.

d) Not knowingly make false, misleading or exaggerated statements regarding professional qualifications, experience, competence or achievements.

e) Obtain the knowledge and consent of his or her employer before undertaking outside professional employment where such employment may create a conflict of interest or interfere with official duties.

f) Treat colleagues, clients, contractors, regulators and members of the public with respect, courtesy, fairness and professionalism.

g) Respect the professional work of other practitioners and refrain from making unjustified criticism or derogatory statements intended to damage another practitioner's professional reputation.

h) Not review, alter or assume responsibility for another practitioner's work without appropriate authorization, except where required by law, contractual obligations or official duties.

i) Avoid any conduct, whether inside or outside professional practice, that is likely to bring the engineering profession or the Institute into disrepute.

### **Article 8: Fair Practice and Professional Responsibility**

Every engineering practitioner shall promote fair competition, transparency and responsible professional practice.

Accordingly, a practitioner shall:

- a) Not solicit, offer, promise, give or accept any bribe, kickback, gift, commission or other improper benefit intended to influence professional decisions or secure work improperly.
- b) Not participate in bid rigging, collusive tendering, price fixing, market allocation or any other anti-competitive practice prohibited by law.
- c) Not accept professional remuneration or commissions under arrangements that compromise professional independence, objectivity or impartiality.
- d) Advertise professional services truthfully, responsibly and in a manner that preserves the dignity and reputation of the engineering profession.
- e) Compete fairly with fellow practitioners on the basis of competence, quality of service, professional reputation and value delivered, rather than through deception or unethical conduct.
- f) Comply with all applicable procurement laws, professional regulations and contractual obligations.
- g) Cooperate fully with lawful inspections, investigations and disciplinary proceedings conducted by the Institute or other competent authorities.

### **Article 9: Advancement of the Engineering Profession**

Every engineering practitioner shares responsibility for advancing the engineering profession and strengthening public confidence in engineering services.

Accordingly, a practitioner shall:

- a) Pursue lifelong learning and actively participate in Continuing Professional Development programmes to maintain and enhance professional competence.
- b) Support and encourage the registration, mentoring and professional development of graduate engineers, engineering technologists and engineering technicians.
- c) Share professional knowledge and experience through teaching, mentoring, research, technical publications, conferences, seminars and professional forums.
- d) Encourage innovation, scientific research and the adoption of appropriate technologies that contribute to national development and sustainable engineering practice.

- e) Give proper recognition and credit to individuals who have made significant professional contributions, while respected intellectual property rights and avoided plagiarism.
- f) Promote public understanding of engineering and communicate technical information accurately, honestly and responsibly.
- g) Uphold fairness, mutual respect and professionalism among engineering practitioners and support initiatives that strengthen the reputation, integrity and independence of the engineering profession.
- h) Cooperate with the Institute of Engineering Rwanda in promoting ethical conduct, professional excellence, public safety and compliance with applicable laws and professional standards.
- i) Report serious professional misconduct, unethical conduct or unsafe engineering practices to the appropriate authority where such conduct may endanger the public, damage the profession or violate the law.

### **SECTION III: PROFESSIONAL MISCONDUCT, PROHIBITED CONDUCT AND CONFLICTS OF INTEREST**

#### **Article 10: Professional Misconduct**

A registered engineering practitioner shall maintain the highest standards of professional and ethical conduct. Any act or omission that compromises professional integrity, public confidence, public safety or the reputation of the engineering profession shall constitute professional misconduct.

Without prejudice to any applicable law, the following acts constitute professional misconduct:

- a) Practicing engineering without a valid registration, license or other authorization required by law.
- b) Misrepresenting professional qualifications, registration status, competence, experience or category of registration.
- c) Performing professional services outside the practitioner's authorized scope of practice or demonstrated competence.
- d) Acting with gross negligence, recklessness or professional incompetence in the performance of engineering duties.
- e) Failing to comply with applicable laws, regulations, professional standards, technical codes or lawful directives issued by the Institute.

- f) Falsifying, altering or knowingly approving false engineering reports, drawings, calculations, certificates, test results, records or other professional documents.
- g) Knowingly approving or certifying unsafe engineering works or works that do not comply with applicable standards.
- h) Engaging in fraud, corruption, bribery, forgery, embezzlement or any other dishonest or unlawful conduct connected with professional practice.
- i) Obstructing, misleading or refusing to cooperate with lawful inspections, investigations or disciplinary proceedings conducted by the Institute.
- j) Conducting oneself in a manner that brings the engineering profession or the Institute of Engineering Rwanda into disrepute.

#### **Article 11: Unauthorized Practice and Abuse of Professional Responsibility**

Engineering practitioners shall practice strictly within the limits of their registration category and professional competence.

Accordingly:

- a) Engineering Technicians shall not undertake duties reserved for Engineering Technologists or Professional Engineers unless expressly authorized by law and working under appropriate supervision.
- b) Engineering Technologists shall not independently undertake professional responsibilities reserved for Professional Engineers unless permitted by law or regulation.
- c) Professional Engineers shall not improperly delegate professional responsibilities requiring their independent judgment, supervision or certification.
- d) No practitioner shall sign, certify, endorse or approve engineering work that he or she did not prepare, review or adequately supervise.
- e) No practitioner shall permit another person to use his or her name, registration number, licence or professional seal for unauthorized engineering practice.
- f) A supervising practitioner shall remain professionally accountable for work carried out under his or her supervision.

#### **Article 12: Professional Misconduct Towards Colleagues and the Profession**

Engineering practitioners shall promote mutual respect, fairness and integrity within the profession.

A practitioner shall not:

- a) Engage in collusion, bid rigging, price fixing or any arrangement intended to manipulate procurement or contractual processes.

- b) Knowingly conceal serious professional misconduct or unsafe engineering practices committed by another practitioner.
- c) Issue false certificates, endorsements, references, recommendations or professional opinions.
- d) Maliciously damage the professional reputation of another practitioner through false, misleading or unsubstantiated allegations.
- e) Abuse professional relationships, authority or influence for personal, political or financial advantage.
- f) Recruit employees or clients through dishonest, misleading or unethical means.
- g) Harass, intimidate, discriminate against or unfairly disadvantage another practitioner in the exercise of professional duties.
- h) Plagiarize, misappropriate or improperly claim authorship of another person's professional work or intellectual property.

#### **Article 13: Conflict of Interest**

Engineering practitioners shall exercise independent professional judgment and avoid conflicts between personal interests and professional responsibilities.

A practitioner shall:

- a) Promptly disclose any actual, potential or perceived conflict of interest that could reasonably influence professional judgment.
- b) Refrain from participating in decisions where such conflict cannot be effectively managed.
- c) Not solicit, accept or offer gifts, hospitality, financial benefits or other advantages that could compromise, or appear to compromise, professional independence.
- d) Not use confidential or insider information obtained through professional practice for personal benefit or for the benefit of another person.
- e) Not represent competing or conflicting interests in the same matter without the informed written consent of all affected parties.
- f) Comply with all applicable laws and regulations governing conflicts of interest and ethical conduct.

## **SECTION IV: COMPLAINTS, MEDIATION AND DISCIPLINARY PROCEDURES**

### **Article 14: Submission of Complaints**

A complaint alleging professional misconduct may be submitted to the Institute by:

- a) Any member of the public;
- b) A client or employer;
- c) A registered engineering practitioner;
- d) A public institution or regulatory authority;
- e) The Institute acting on its own initiative where information suggesting professional misconduct comes to its attention.

Every complaint shall be submitted in writing and shall contain sufficient information to enable preliminary assessment.

### **Article 15: Preliminary Assessment and Alternative Dispute Resolution**

Upon receipt of a complaint, the Secretariat shall conduct a preliminary assessment to determine whether:

- a) The complaint falls within the jurisdiction of the Institute;
- b) There is sufficient information to warrant further action;
- c) The complaint is frivolous, vexatious, malicious or unsupported by credible evidence; or
- d) The matter is suitable for mediation, conciliation or another form of alternative dispute resolution before commencing formal disciplinary proceedings.

Where mediation successfully resolves the matter and the complaint does not involve serious professional misconduct or public safety concerns, the complaint may be closed with the consent of the parties.

### **Article 16: Investigation**

Where a complaint warrants formal investigation, the Disciplinary Committee shall:

- a) Conduct an impartial, independent and confidential investigation;
- b) Gather and examine all relevant evidence;

- c) Interview witnesses and obtain expert technical opinions where necessary;
- d) Ensure that both the complainant and the respondent are given a fair opportunity to present relevant information;
- e) Prepare a written investigation report containing findings and recommendations.

#### **Article 17: Notification of Allegations**

A practitioner who is the subject of disciplinary proceedings shall be notified in writing of:

- a) The nature of the complaint;
- b) The alleged breaches of this Code or applicable laws;
- c) The supporting evidence available to the Institute;
- d) The practitioner's rights and obligations during the proceedings;
- e) The date, time and venue of any hearing, where applicable.

#### **Article 18: Rights of the Respondent**

A practitioner who is the subject of disciplinary proceedings shall have the right to:

- a) Receive adequate notice of the allegations.
- b) Access relevant evidence relied upon by the Institute, subject to applicable confidentiality requirements.
- c) Submit written explanations and supporting documents.
- d) Be heard in person before the Disciplinary Committee.
- e) Be represented by legal counsel or another person of his or her choice.
- f) Call witnesses and present relevant evidence.
- g) Question evidence presented against him or her in accordance with fair hearing procedures.
- h) Receive a reasoned written decision.

#### **Article 19: Duty to Cooperate with the Institute**

Every complainant, respondent and witness shall cooperate with lawful investigations conducted by the Institute.

Without reasonable justification, no person shall:

- a) Refuse to provide requested information or documents;
- b) Fail to attend meetings or hearings after receiving lawful notice;
- c) Obstruct or interfere with investigations;
- d) Knowingly provide false or misleading information.

Failure to cooperate may constitute a separate disciplinary offence.

#### **Article 20: Fair Hearing**

Disciplinary proceedings shall be conducted in accordance with the principles of natural justice and procedural fairness.

Accordingly:

- a) Every matter shall be heard by an impartial and independent Disciplinary Committee.
- b) Decisions shall be based solely upon the evidence presented.
- c) The practitioner shall be presumed to have acted properly until the contrary is established through the disciplinary process.
- d) Where a practitioner fails to appear without reasonable justification after receiving proper notice, the Committee may proceed in his or her absence.
- e) The proceedings and the reasons for every decision shall be properly recorded.

#### **Article 21: Decision of the Disciplinary Committee**

After considering all evidence, the Disciplinary Committee shall issue a written decision setting out:

- a) Findings of fact;
- b) The provisions of the Code or applicable law that have been breached, if any;
- c) The reasons supporting its findings;
- d) Any disciplinary sanction or corrective measures imposed;
- e) The right of appeal available to the practitioner.

In determining an appropriate sanction, the Committee shall consider the seriousness of the misconduct, the level of professional responsibility, actual or potential harm, previous disciplinary history, mitigating and aggravating factors, and the public interest.

#### **Article 22: Communication of Decisions**

The Chairperson of the Governing Council shall communicate the final decision of the Disciplinary Committee in writing to the respondent and the complainant within the period prescribed by the Institute.

Where appropriate and in the public interest, the Institute may publish disciplinary decisions in accordance with applicable laws governing confidentiality and data protection.

#### **Article 23: Appeals**

A practitioner who is dissatisfied with the decision of the Disciplinary Committee may appeal to the Governing Council within fifteen (15) calendar days from the date of receipt of the written decision, unless a different period is prescribed by law.

The Governing Council shall determine the appeal fairly, independently and within a reasonable period, and may:

- a) Confirm the decision;
- b) Vary the sanction;
- c) Set aside the decision;
- d) Refer the matter back to the Disciplinary Committee for reconsideration; or
- e) Make any other lawful order considered appropriate.

The decision of the Governing Council shall be communicated in writing and shall be subject to any further right of appeal available under the laws of the Republic of Rwanda.

### **SECTION VII: FINANCIAL SANCTIONS AND COMPENSATION**

#### **Article 24: Financial Sanctions**

Where authorized by law and justified by the circumstances of the case, the Disciplinary Committee may impose one or more of the following financial measures:

- a) An administrative fine in accordance with this Code and its Annexes;
- b) Restitution of any unlawful financial benefit obtained through professional misconduct;

c) Compensation for proven financial loss or damage suffered by an affected party, where permitted by law;

d) Recovery of reasonable costs incurred during disciplinary proceedings, where appropriate.

Financial sanctions shall not replace disciplinary sanctions but may be imposed in addition to them where necessary to achieve fairness, accountability and deterrence.

#### **Article 25: Principles Governing Financial Sanctions**

In determining the amount of any financial sanction, the Disciplinary Committee shall consider, among other relevant factors:

a) The practitioner's category of registration and level of professional responsibility;

b) The seriousness and nature of the misconduct;

c) Whether the misconduct was intentional, reckless or negligent;

d) The actual or potential harm caused to the public, clients, employers or the environment;

e) Any financial benefit obtained by the practitioner as a result of the misconduct;

f) The value of the project or professional fees where relevant;

g) Any previous disciplinary record;

h) The degree of cooperation demonstrated during the investigation;

i) Any mitigating or aggravating circumstances.

Financial sanctions shall always be reasonable, proportionate and consistent with the public interest.

#### **Article 26: Classification of Minor Professional Misconduct**

Minor professional misconduct consists of administrative, procedural or professional breaches that do not create a significant risk to public safety and do not involve dishonesty, fraud or deliberate misconduct.

The categories of minor professional misconduct and the corresponding sanctions are set out in **Annex I** to this Code.

## **Article 27: Classification of Gross Professional Misconduct**

Gross professional misconduct includes intentional wrongdoing, fraud, corruption, abuse of professional authority, conduct endangering public safety, unlawful professional practice, or any conduct seriously damaging the integrity and reputation of the engineering profession.

The categories of gross professional misconduct and the corresponding sanctions are set out in **Annex I** to this Code.

## **Article 28: Implementation of Disciplinary Decisions**

Every disciplinary decision shall be communicated in writing by the Chairperson of the Governing Council or another duly authorized officer of the Institute.

The written decision shall specify:

- a) The findings of the Disciplinary Committee;
- b) The disciplinary sanctions imposed;
- c) Any financial sanctions or corrective measures;
- d) The time within which the sanctions shall be implemented;
- e) The practitioner's right of appeal.

Unless otherwise specified, sanctions shall take effect on the date stated in the written decision.

## **Article 29: Failure to Comply with Disciplinary Sanctions**

Every practitioner shall comply with disciplinary sanctions within the period specified by the Institute.

Failure to comply without reasonable justification may constitute a separate disciplinary offence and may result in one or more of the following:

- a) Additional disciplinary sanctions;
- b) Extension of the period of suspension;
- c) Suspension of practicing privileges until compliance is achieved;
- d) Removal from the Register where continued non-compliance seriously undermines the authority of the Institute;
- e) Recovery of outstanding financial penalties through lawful procedures.

## **SECTION VIII: PROFESSIONAL DEVELOPMENT, SUPERVISION AND ACCOUNTABILITY**

### **Article 30: Continuing Professional Development**

Every registered engineering practitioner shall maintain and continually improve professional competence throughout his or her career.

Accordingly, every practitioner shall:

- a) Participate in Continuing Professional Development (CPD) programmes approved by the Institute;
- b) Maintain professional knowledge and technical competence consistent with current engineering practice;
- c) Keep abreast of developments in engineering science, technology, legislation, standards and professional ethics;
- d) Comply with CPD requirements prescribed by the Institute as a condition for renewal of registration or licensing.

Failure to satisfy CPD requirements may result in administrative or disciplinary action in accordance with this Code.

### **Article 31: Professional Supervision and Accountability**

Engineering practitioners shall remain professionally accountable for all engineering work undertaken within their respective scopes of practice.

Accordingly:

- a) Professional Engineers shall bear overall responsibility for engineering decisions, certification, supervision and public safety within projects under their authority.
- b) Engineering Technologists shall be accountable for the proper implementation, supervision and coordination of engineering works within their authorized scope of practice.
- c) Engineering Technicians shall be responsible for the competent execution of assigned technical duties and compliance with approved engineering instructions and specifications.
- d) Every supervising practitioner shall exercise adequate oversight over delegated work and shall remain accountable for work approved or certified under his or her authority.
- e) Where engineering work is undertaken collaboratively, responsibility shall be apportioned according to each practitioner's respective duties, level of authority and degree of professional control exercised over the work.

## **SECTION IX: GENERAL AND ENFORCEMENT PROVISIONS**

### **Article 32: Relationship with Other Laws**

This Code shall be read together with the Constitution of the Republic of Rwanda, the law governing the professions of Architecture, Engineering and Quantity Surveying, and all other applicable laws, regulations and professional standards.

Where any provision of this Code conflicts with an Act of Parliament, the provisions of the applicable law shall prevail.

Nothing in this Code shall limit any civil, criminal or administrative liability arising under the laws of the Republic of Rwanda.

### **Article 33: Administrative Sanctions for Professional Faults**

Administrative penalties for administrative and professional faults shall be imposed in accordance with the nature and gravity of the misconduct. The schedule of professional faults and the corresponding administrative sanctions set out below forms an integral part of this Code and shall guide the Institute in determining appropriate disciplinary measures. The Institute may periodically review and revise these penalties to ensure consistency with applicable laws, professional standards, regulatory developments, and prevailing economic conditions.

### **Article 34. Aggravating Circumstances**

In determining an appropriate disciplinary sanction, the Disciplinary Committee may consider circumstances that increase the seriousness of the misconduct, including where:

1. the misconduct is repeated;
2. the misconduct was intentional;
3. significant harm occurred;
4. public safety was endangered;
5. evidence was concealed or destroyed;
6. the practitioner obstructed the investigation;
7. the practitioner abused a supervisory or leadership position; or
8. financial gain was obtained through the misconduct.

### **Article 35. Mitigating Circumstances**

The Disciplinary Committee may reduce the severity of a sanction where mitigating circumstances exist, including where:

1. the misconduct was voluntarily disclosed;
2. prompt corrective action was taken;
3. the practitioner has no previous disciplinary record;

4. the practitioner fully cooperated with the investigation;
5. restitution or compensation was voluntarily provided; or
6. genuine remorse and accountability were demonstrated.

#### **Article 36: Annexes to the Code**

On this Code, it is annexed The List of Professional faults and their Administrative Sanctions (Annex 1), The Format of Professional Oath of Professional Engineers (Annex 2) Professional Technologists (Annex 3), Professional Claim Notification Form (Annex 3) and Written Warning Form (Annex 4). These annexes make integral part of the Code.

#### **Article 37: Entry into Force**

This Code of Ethics, Professional Conduct and Disciplinary Procedures shall enter into force on the date of its approval by the Governing Council of the Institute of Engineering Rwanda.

Done on.....19/08/2026

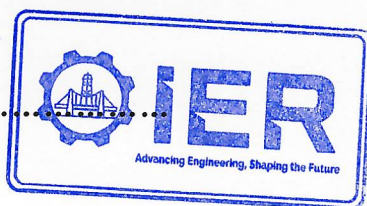
Signature:.....



**Eng. Philbert MBANZA**

**President and Chairman of Governing Council**

**Institute of Engineering Rwanda**



**Mr. Steven SABITI**

**Executive Secretary / CEO**

**Institute of Engineering Rwanda**

### Schedule of Professional Faults and Corresponding Penalties

| S/N | Administrative Faults (minor compliance issues)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Disciplinary Sanctions                                                                                                                                                                                                                                                                                                                                              | Pecuniary Sanctions                                                                                                                                                                |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | <ol style="list-style-type: none"> <li>1. Late submission of professional reports, returns, or other required documentation.</li> <li>2. Failure to update professional registration or licensing information within the prescribed period.</li> <li>3. Failure to display a valid practicing license or registration certificate where required.</li> <li>4. Inadequate or incomplete record-keeping, including project files, site records, and technical documentation.</li> <li>5. Failure to maintain complete and accurate project documentation.</li> <li>6. Failure to respond promptly to official or professional correspondence without reasonable cause.</li> <li>7. Minor breaches of internal administrative or professional procedures that do not compromise public safety.</li> <li>8. Intentional miscommunication or the provision of misleading administrative information to clients, employers, regulators, or professional colleagues.</li> <li>9. Poor administrative coordination resulting in minor project delays or inefficiencies.</li> <li>10. Failure to adequately supervise routine technical or administrative activities where no significant loss, damage, or safety risk results.</li> <li>11. Minor deviations from approved specifications or administrative procedures that do not adversely affect public safety, structural integrity, or the quality of the works.</li> </ol> | <ol style="list-style-type: none"> <li>a) verbal caution;</li> <li>b) written warning;</li> <li>c) formal reprimand;</li> <li>d) mandatory ethics or professional development training;</li> <li>e) corrective action plan;</li> <li>f) mandatory Continuing Professional Development (CPD);</li> <li>g) monitoring or mentoring for a specified period.</li> </ol> | <ol style="list-style-type: none"> <li>a) a fine ranging from RWF 50,000 to RWF 300,000; or</li> <li>b) up to 5% of the applicable professional fee, where appropriate.</li> </ol> |

| 2 | Major Professional Faults (technical, ethical, legal, and integrity-related Faults)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Disciplinary Sanctions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Pecuniary Sanctions                                                                                                                                                                                                                                                                                      |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <ol style="list-style-type: none"> <li>1. Practicing beyond one's professional competence or authorized scope of practice.</li> <li>2. Failure to comply with applicable engineering standards, codes, regulations, or professional guidelines.</li> <li>3. Inadequate supervision of engineering works resulting in significant defects, safety risks, or professional negligence.</li> <li>4. Preparation, approval, or certification of defective or unsafe engineering designs, drawings, reports, or works.</li> <li>5. Failure to identify, report, or mitigate foreseeable engineering or structural risks.</li> <li>6. Deliberate disregard of known engineering, structural, environmental, or public safety risks.</li> <li>7. Conduct resulting in structural failure, significant property damage, environmental harm, serious injury, or loss of life.</li> <li>8. Deliberate falsification or manipulation of safety assessments, technical reports, engineering records, laboratory results, certificates, or other professional documents.</li> <li>9. Signing, sealing, or certifying engineering work that was not personally prepared, reviewed, supervised, or verified in accordance with professional standards.</li> <li>10. Misrepresentation of professional qualifications, competence, experience, registration status, or technical capability.</li> <li>11. Failure to disclose an actual or potential conflict of interest that could influence professional judgment.</li> <li>12. Knowingly providing false, misleading, or deceptive technical advice, information, or representations to clients, employers, regulators, public authorities, or the public.</li> <li>13. Bribery, corruption, kickbacks, embezzlement, or any other form of financial or professional impropriety.</li> <li>14. Bid rigging, collusive tendering, price fixing, or any form of anti-competitive or collusive conduct.</li> </ol> | <ol style="list-style-type: none"> <li>a. Suspension from professional practice for a period of three (3) months to one (1) year</li> <li>b. Restriction of the practitioner's scope of practice.</li> <li>c. Mandatory retraining or competency reassessment</li> <li>d. immediate suspension from practice</li> <li>e. long term suspension but not exceeding five years</li> <li>f. Removal from the register of engineering professionals</li> <li>g. permanent disqualification from registration where permitted by law</li> </ol> | <ol style="list-style-type: none"> <li>1. A fine ranging from RWF 3001,000 to RWF 20,000,000;</li> <li>2. Between 5% and 15% of the project contract value;</li> </ol> <p>When the decision is suspension to practice or criminal investigation to the competent organs, the fine is not applicable.</p> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <p>15. Fraudulent concealment of professional errors, engineering failures, or material defects.</p> <p>16. Abuse of professional authority, position, or confidential information for personal, financial, or other improper benefit.</p> <p>17. Practicing without a valid practicing licence or registration where required by law.</p> <p>18. Lending, sharing, or permitting another person to use one's practicing license, registration, professional seal, or signature.</p> <p>19. Permitting or facilitating unqualified or unregistered persons to undertake professional engineering work under one's authority.</p> <p>20. Unauthorized use of protected professional titles, designations, or credentials.</p> | <p>h. Publication of the disciplinary decisions to the public</p> <p>g. Referral to competent law enforcement or judicial authorities where criminal conduct is disclosed.</p> |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

R

Rm

**ANNEX 1: ENGINEERS PROFESSIONAL OATH  
INDAHIRO YA INJENIYERI/ ENGINEER'S OATH / SERMENT DE L'INGÉNIEUR**

|                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Jyewe / I / Moi: .....                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>Ndahiriye:</p> <ul style="list-style-type: none"> <li>Kubahiriza amategeko n'amabwiriza y'ubudakemwa agenga umwuga wa ba injeniyeri;</li> <li>Gutuma umwuga wubahwa kandi wihesha agaciro;</li> <li>Kubaha no kwitangira ubuziranenge bw'umwuga.</li> </ul> <p>Ndahiyeye iyi ndahiro nta gahato kandi nyisobanukiye. Nintatira iyi ndahiro nzabihanirwe n'amategeko y'u Rwanda.</p> | <p>I swear to:</p> <ul style="list-style-type: none"> <li>Adhere to the law and rules of ethics governing the profession of Engineers;</li> <li>Ensure the honour and dignity of the profession;</li> <li>Respect and uphold devotion to the standards of the profession.</li> </ul> <p>I make this oath without any coercion and conscientiously. Should I fail to honour this oath, may I be subjected to the laws of Rwanda.</p> | <p>Je jure de:</p> <ul style="list-style-type: none"> <li>Adhérer aux lois et règles de l'éthique professionnelle de l'ingénieur;</li> <li>Assurer l'honneur et à la dignité de la profession;</li> <li>Respecter et rester fermement attaché à l'obéissance des normes de la profession.</li> </ul> <p>Je prête ce serment sans contrainte, en âme et conscience. Si jamais il m'arrivait de ne pas honorer ce serment, que j'en réponde conformément aux lois du Rwanda.</p> |

Indahiro ikorewe/ Sworn at/ Liew de prestation de serment: .....

Itariki/ Date: .....

Amazina/Names/Noms: .....

Umukono/Signature/Signature: .....

IER REG No: A..... /EC/IER/2026

|                                                                                                                                                                       |                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <b>UWAKIRIYE INDAHIRO MU IZINA RY'INAMA/ACKNOWLEDGEMENT OF OATH ON BEHALF OF THE GOVERNING COUNCIL/ LE SERMENT REÇU PAR LE<br/>REPRESENTANT DU CONSEIL DE L'ORDRE</b> |                                    |
| <p><b>ENG: MABANZA</b></p> <p>President and Chairman of the Governing Council</p>                                                                                     | <p>.....</p> <p>Registrar</p>      |
| <p>Umukono/Signature/Signature</p>                                                                                                                                    | <p>Umukono/Signature/Signature</p> |

**ANNEX 2: PROFESSIONAL TECHNOLOGIST OATH**  
**INDAHIRO YA TECHNOLOGISTE/ TECHNOLOGIST'S OATH / SERMENT DE TECHNOLOGUE**

|                                                                                                                |                                                                                                                                     |                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Jyewe / I / Moi: .....                                                                                         |                                                                                                                                     |                                                                                                                                                                    |
| Ndahiriye:                                                                                                     | I swear to:                                                                                                                         | Je jure de:                                                                                                                                                        |
|                                                                                                                | <ul style="list-style-type: none"> <li>Kubahiriza amategeko n'amabwiriza y'ubudakemwa agenga umwuga wa ba Technologiste;</li> </ul> | <ul style="list-style-type: none"> <li>Adhérer aux lois et règles de l'éthique professionnelle de Technologue;</li> </ul>                                          |
|                                                                                                                | <ul style="list-style-type: none"> <li>Gutuma umwuga wubahwa kandi wihesha agaciro;</li> </ul>                                      | <ul style="list-style-type: none"> <li>Assurer l'honneur et à la dignité de la profession;</li> </ul>                                                              |
|                                                                                                                | <ul style="list-style-type: none"> <li>Kubaha no kwitangira ubuziranenge bw'umwuga.</li> </ul>                                      | <ul style="list-style-type: none"> <li>Respecter et rester fermement attaché à l'obéissance des normes de la profession.</li> </ul>                                |
| Ndahiye iyi ndahiro nta gahato kandi nyisobanukiwe. Nintatira iyi ndahiro nzabihanirwe n'amategeko y'u Rwanda. |                                                                                                                                     | Je prête ce serment sans contrainte, en âme et conscience. Si jamais il m'arrivait de ne pas honorer ce serment, que j'en réponde conformément aux lois du Rwanda. |

Indahiro ikorewe/ Sworn at/ Liew de prestation de serment: .....

Amazina/Noms/.....

Itariki/ Date/ .....

..... Umukono/Signature/Signature..... IER REG No: B... /GC/IER/2026

| UWAKIRIYE INDAHIRO MU IZINA RY'INAMA/ACKNOWLEDGEMENT OF OATH ON BEHALF OF THE GOVERNING COUNCIL/ LE SERMENT REÇU PAR LE REPRESENTANT DU CONSEIL DE L'ORDRE |                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| .....<br>President and Chairman of the Governing Council                                                                                                   | .....<br>Registrar          |
| Umukono/Signature/Signature                                                                                                                                | Umukono/Signature/Signature |

**ANNEX 3: WRITTEN WARNING FORM**

**INSTITUTE OF ENGINEERING RWANDA (IER)**

**WRITTEN WARNING FORM**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Professional Details**

1. Full Name: \_\_\_\_\_
2. IER Registration/Roll No.: \_\_\_\_\_
3. Membership Category: \_\_\_\_\_

**Nature of Misconduct**

Brief description of the conduct constituting a breach of the IER Code of Ethics, Rules, or Professional Standards:

---

---

---

---

**Findings**

Following consideration of the matter, IER has determined that the above conduct warrants the issuance of a **Written Warning**.

**Corrective Action Required**

The member is required to:

- ☐ Cease the misconduct immediately.
- ☐ Comply with the IER Code of Ethics and Professional Standards.
- ☐ Pay the administrative fine equal to:.....
- ☐ Take the following corrective action:

*DP* *PM*



**Notice**

This Written Warning forms part of the member's disciplinary record. Any repetition of similar misconduct or failure to comply with this warning may result in further disciplinary action in accordance with the IER Disciplinary Procedures.

**Acknowledgement by Member**

I acknowledge receipt of this Written Warning. My signature confirms receipt and does not necessarily indicate agreement with its contents.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*RP* *fm*

**ANNEX 4: PROFESSIONAL CLAIM NOTIFICATION FORM****INSTITUTE OF ENGINEERING RWANDA(IER)****PROFESSIONAL CLAIM NOTIFICATION FORM****1. Claimant Details**

Full Name: \_\_\_\_\_

IER Registration/Roll No.: \_\_\_\_\_

Membership Category: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Respondent (Party Against Whom the Claim is Made)**

Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Email: \_\_\_\_\_

**3. Other Parties Involved (if any)**

| Name  | Role in the Claim |
|-------|-------------------|
| _____ | _____             |
| _____ | _____             |

**4. Nature of the Claim**

- Date the Cause of Action Arose: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Location of Incident/Project: \_\_\_\_\_
- Type of Claim: ☐ Professional Negligence ☐ Breach of Contract ☐ Professional Misconduct ☐ Property Damage ☐ Personal Injury ☐ Financial Loss ☐ Other: \_\_\_\_\_

**IER****INSTITUTE OF  
ENGINEERING  
RWANDA****5. Description of the Claim**

Provide a brief summary of the facts, circumstances, and the alleged cause of the claim:

---

**6. Contract Information**

1. Was there a written contract? ☐ Yes ☐ No
2. Contract Title/Reference: \_\_\_\_\_
3. Contract Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
4. Attach a copy of the contract (if applicable).

**7. Claim Amount**

1. Amount Claimed (RWF or Currency): \_\_\_\_\_
2. Basis of the Claim: \_\_\_\_\_

**8. Current Status**

- ☐ Notice of Claim Received
- ☐ Court Proceedings Filed
- ☐ Arbitration/Mediation
- ☐ Under Negotiation
- ☐ Other: \_\_\_\_\_

**9. Supporting Documents Attached**

- ☐ Contract
- ☐ Correspondence
- ☐ Demand Letter
- ☐ Court Documents
- ☐ Expert Report
- ☐ Photographs
- ☐ Other: \_\_\_\_\_

**10. Declaration**

I declare that the information provided in this form is true and complete to the best of my knowledge.  
I understand that any false or misleading information may affect the handling of this claim.

Claimant's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_