

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 plant nutrient 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 all other training courses examined by BASIS Registration Ltd:

- BASIS Certificate in Crop Protection
- Plant Protection Award
- Biodiversity And Environmental Training for Advisors (BETA)
- BASIS Certificate in Conservation Management
- Soil And Water Management
- BASIS Advanced Crop Modules
- FACTS
- Nutrient Management Planning
- BASIS Foundation Award in Agronomy (Agriculture)
- BASIS Foundation Award in Agronomy (Vegetables)
- BASIS Foundation Award in Agronomy (Amenity)
- Wildlife Aware
- Integrated Farm Management
- Nominated Storekeeper Training Course

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 keep up to date in their roles as BASIS Approved Trainers in order to maintain a high standard of professional competence relative to specific training activities and courses commensurate with 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 and merge courses when appropriate with professional colleagues to make them more economical and so that candidates/employers, the public and the environment may benefit.
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 / Training Providers may be required to invigilate examinations / tests both in paper form or online. They should not attempt to gain advantage for their candidates by permitting collusion between candidates or allowing the use of test books and notes where these are not specified in the examination criteria, or giving candidates help to pass the exam (test) in any way. Normal examination procedures should be followed at all times.
8. 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.
9. BASIS approved trainers will be required to partake in additional training in order to maintain their status as determined by the BASIS Education and Training committee, such as participative training. Trainers and training providers who do not wish to undertake this training will be listed separately
10. Training providers are not required to attend participative training as long as they sign a declaration to state that they only use the services of BASIS Approved Trainers to train candidates on their courses.

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 familiar with and have up to date knowledge of 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.
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 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 notification of the sub-committee hearing within 14 days or a reminder will be sent and then the sub-committee may proceed with the case without further reference to the trainer if after 28 days there has still been no response; the subcommittee 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) recommend that the trainer undertakes suitable training to address the issues raised.
 - d) suspend the trainer from the list of BASIS Approved Trainers for a period;

- e) suspend the trainer with a recommendation for specific training which the trainer will complete within 12 months. The committee will reconsider removing the suspension upon satisfactory evidence being available to show that the recommended training has been completed.
 - f) 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.
 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.