



IPP

Institute of Project Professionals

INSTITUTE OF PROJECT PROFESSIONALS

Code of Conduct

Applies to all IPP members

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This Code of Conduct sets out the standards of professional behaviour expected of all IPP members. Membership of IPP is a commitment to uphold these standards, not merely to hold a credential. The code is enforced by the IPP governance board.

1. IPP and Its Governance

The Institute of Project Professionals (IPP) is administered by Module Six Ltd (registered in England and Wales). IPP operates with a governance board that acts independently on matters of professional standards, qualifications, and member conduct. Module Six Ltd funds and operates the platform. The governance board sets and enforces the standards.

This arrangement is transparent and deliberate. The board composition ensures that Module Six Ltd does not hold a majority vote on professional standards matters. Conflicts of interest are managed through board composition and declared interests requirements set out in the IPP Governance Charter.

2. Scope

This Code applies to all IPP members regardless of tier (Student, Associate, Member, Fellow). It applies to professional conduct in the workplace, in relation to IPP processes and assessments, and in public representations of IPP membership.

The Code does not govern conduct that is entirely personal and unconnected to professional activity. It does govern conduct that could reasonably reflect on the profession, on IPP, or on other members.

3. Honesty and Integrity

3.1 Truthful representation

- Members must not misrepresent their IPP membership tier, designation, or qualification status.
- Members must not claim an IPP designation that is not currently active. A lapsed membership means the designation is inactive until reinstated.
- Members must not imply IPP endorsement of work, views, or organisations without IPP approval.

3.2 Assessment integrity

- Members must not engage in or facilitate academic dishonesty in any IPP assessment.
- Members must not share, reproduce, or distribute assessment questions or model answers.
- Members must not misrepresent the origin of portfolio evidence. Evidence submitted must relate to work the member was genuinely responsible for.
- A finding of assessment dishonesty may result in permanent disqualification from IPP membership.

3.3 Professional honesty

- Members must give honest advice and assessments in their professional work, even when the truth is unwelcome.
- Members must not suppress, misrepresent, or selectively present information in ways that are materially misleading to project sponsors, clients, or stakeholders.

4. Competence

4.1 Scope of practice

- Members must only take on work for which they have, or are developing under appropriate supervision, the necessary competence.
- Members must not misrepresent their level of experience or capability to obtain work or advancement.

4.2 Continuing professional development

- Associate (AIPP) members must complete a minimum of 20 hours of CPD per year to maintain active status.
- Member (MIPP) and Fellow (FIPP) members must complete a minimum of 30 hours of CPD per year.
- CPD must be genuine development activity. Logging time that does not represent actual development is a breach of this Code.
- CPD hours are tracked via Calibrate. Members are responsible for logging accurately and maintaining records that can be reviewed if required.

4.3 Maintaining knowledge

Members are expected to keep their knowledge of project management practice reasonably current. This does not require constant formal study, but it does require active engagement with the profession.

5. Responsibility

5.1 Responsibility to clients and employers

- Members must act in the best interests of their clients and employers, subject to this Code and applicable law.
- Members must identify and manage conflicts of interest. Where a conflict cannot be managed, it must be disclosed.
- Members must not accept inducements that compromise their professional judgement.

5.2 Responsibility to the public

- Members must consider the wider impact of projects, including environmental, social, and safety implications.
- Members must not knowingly participate in or facilitate illegal activity in a project context.
- Members must raise concerns about unsafe or unethical practices through appropriate channels.

5.3 Responsibility to the profession

- Members must not conduct themselves in ways that bring the project management profession or IPP into disrepute.
- Fellow (FIPP) members are expected to contribute actively to the development of the profession. This includes mentoring, governance involvement, or contribution to IPP standards and events.

6. Respect

- Members must treat colleagues, clients, and all those they work with with dignity and respect, regardless of background, role, or seniority.
- Members must not engage in bullying, harassment, or discrimination in a professional context.
- Members must maintain confidentiality where it is reasonably expected, including in relation to client and employer information.

7. Reporting and Enforcement

7.1 Raising concerns

Any person may raise a concern about the conduct of an IPP member. Concerns should be submitted in writing to governance@modulesix.co.uk. Anonymous reports will be considered but may be limited in how they can be investigated.

7.2 Investigation process

- The IPP governance board will acknowledge receipt within 5 working days.
- An initial review will determine whether the concern falls within scope of this Code and whether there is sufficient information to proceed.
- If the concern proceeds, both the complainant and the member will be given an opportunity to provide their account.
- The board will aim to reach a conclusion within 40 working days of receiving a complete complaint. Complex cases may take longer.
- The member under investigation may continue to hold membership during the investigation unless the board determines the circumstances warrant immediate suspension.

7.3 Outcomes

Following investigation, the board may determine:

- No case to answer. Complaint not upheld.
- Informal advice. No formal finding, but guidance provided.
- Formal caution. A finding recorded on the member record for a defined period.
- Membership suspension. Temporary removal of active status.
- Membership revocation. Permanent removal. The member's directory listing is updated to show former member status.
- Referral to a relevant regulatory authority where criminal conduct is suspected.

7.4 Appeals

A member who disagrees with a formal outcome may appeal in writing within 20 working days. The appeal is reviewed by a panel that did not include the original decision-makers. The appeal panel's decision is final.



8. Self-Reporting

Members who become aware that they are in breach of this Code, or that their designation is being used incorrectly, are expected to report this to IPP promptly. Self-reporting is taken into account in any subsequent board process.

Members who are subject to a formal finding of professional misconduct by another professional body, or who are convicted of a criminal offence relevant to their professional practice, must notify IPP within 30 days.

9. Review

This Code is reviewed by the governance board at least every two years. Members may submit proposed amendments via governance@modulesix.co.uk. Approved amendments take effect 60 days after publication.

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