

Code of Ethics

December 18, 2025

Version 1.4

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1.0 Scope

This code applies to all PTC officials.

For the purpose of this Policy, *PTC official* means:

- An employee of PTC;
- A member of the PTC Board of Directors and alternative members;
- Any individual under contract, including a personal service contract, with PTC or with any other organization or firm and carrying out duties on behalf of PTC;
- Any individual representative carrying out responsibilities or duties on behalf of PTC as specified by the Board of Directors or the PTC Executive Director.

2.0 Policy

PTC Officials shall be guided by the highest standards of ethics, personal honour, engineering or scientific integrity and professional conduct.

Honesty, integrity, loyalty, fairness, impartiality, candour, fidelity to trust, and inviolability of confidence, except when required by law, are incumbent upon the professional conduct of every PTC official.

3.0 Procedure

3.1 CONDUCT OF PTC OFFICIALS IN RELATION TO THE PUBLIC AND OTHER PTC OFFICIALS

PTC Officials shall avoid and discourage sensational, exaggerated and unwarranted statements with regard to professional matters and shall not participate in an unsound or illegitimate undertaking.

PTC Officials shall not knowingly permit the publication of his/her articles or reports for an unsound or illegitimate undertaking.

PTC Officials shall not give a professional opinion, make a report, or give legal testimony without being as thoroughly informed as might reasonably be expected considering the purpose for which the opinion, report or testimony is desired, and the degree of completeness of the information upon which it is based should be made clear.

PTC Officials may publish dignified business, professional or announcement cards but shall not advertise his/her work or accomplishments in a self-laudatory or unduly conspicuous manner.

PTC Officials shall not knowingly issue a false statement or false information even if directed to do so by an employer or client.

PTC Officials shall not falsely or maliciously attempt to injure the reputation or business of another staff member, employer or client.

PTC Officials shall freely give credit for work done by others to whom the credit is due and shall refrain from plagiarism in oral and written communications, and shall not knowingly accept credit rightfully due to another.

PTC Officials shall endeavour to co-operate with others and will encourage the ethical dissemination of useful knowledge.

PTC Officials shall uphold these standards of ethics in precept and by example, but also, where necessary, to encourage by counsel and advice to other staff members their adherence to such standards.

PTC Officials shall not conduct themselves in any manner that would bring PT Canada into disrepute.

3.2 CONDUCT OF PTC OFFICIALS IN RELATION TO EMPLOYER OR CLIENT

PTC Officials shall protect the interest of his/her employer or client so far as it is consistent with the public welfare and his/her professional obligations and ethics.

PTC Officials who find that his/her obligations to his/her employer or client conflicts with his/her professional obligations or ethics should have such objectionable conditions corrected or resign.

PTC Officials shall disclose to his/her prospective employer or client the existence of any interest which he/she holds, either directly or indirectly, having pertinent bearing on such employment.

PTC Officials shall not use, directly or indirectly, any employer's or client's confidential information in any way which is competitive, adverse or detrimental to the interests of the employer or client.

PTC Officials who had made an investigation for any employer or client shall not seek to profit economically from the information gained, unless permission to do so is granted, or until it is clear that there can no longer be a conflict of interest with the original employer or client.

PTC Officials shall not divulge information provided to him/her in confidence, except when required to do so by law. Officials from regulatory agencies and "authorities having jurisdiction" within the public sector may be required by law to report any contravention of the laws they are duty-bound to enforce.

Officials shall engage, or advise his/her employer or client to engage, and co-operate with, other experts and specialists whenever the employer's or client's interest would be best served by such service.

Officials shall not accept a concealed fee for referring a client or employer to a specialist or for recommending professional services other than his/her own.

Elected Officials may not seek to profit through employment with PTC; however, fair and reasonable expenses shall be payable at the discretion of the Board.

4.0 History of Changes

Date	Rev. No.	Sections	Changes
12/18/2019	1.0		Initial publication
8/25/2021	1.2	All	Replaced Members with Officials throughout the document.
		1.0	Added a section on definitions.
1/19/2022	1.3	All	Removed Definitions section Re-formatted to be consistent with other documents.
12/18/2025	1.4	1.0	Updated to the term PTC officials as used in POL08