



## **GENERAL POLICY GUIDELINES (MEMBERSHIP RIGHTS) (GPG 2 of 2020)**

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### **Section 1.0: Preamble**

Environmental Professionals Council of Zimbabwe (EPCOZ) committed to a vibrant and sustainable growth of the organization through adoption of policies that seek to ensure clarity on council and membership rights and privileges. The regulations shall be reviewed from time to time to ensure relevance and continual improvement of our processes. These guidelines shall be quoted as “General Policy Guidelines (Membership Rights) (GPG 2 of 2020)”.

### **Section 2.0: Classification of membership**

**2.1** The membership of EPCOZ shall be in the given types

#### **(a) Organizational Members**

- (i) Environmental Consulting Firms
- (ii) Training Institutions
- (iii) Environmental Associations
- (iv) Affiliate Organizations

#### **(b) Individual Members**

- (i) Honorary Member;
- (ii) Honorary Fellows;
- (iii) Fellows;
- (iv) Companions;
- (v) Students;

(vi) Technicians;

**2.2 Categories of Environmental Professionals shall be as follows;**

- (1) Environmental Scientists: Those who have studied Environmental programs that has a scientific components of Chemistry, Biology and Physics.
- (2) Environmentalists: Those who have studied environmental studies and programs that are anchored on Geography and other arts subjects.
- (3) Environmental Engineers: Those who have studied environmental engineering, technology, energy and other related programs.
- (4) Environmental Bio-Chemists: Those who have studied biological chemistry, chemistry and other related programs and have chosen to apply their studies to solve environmental challenges.
- (5) Environmental Geo-scientists: Those who have studied geology, hydrology, archaeology, and other related programs and have chosen to apply their studies to solve environmental challenges.
- (6) Ecologists: Those who have studies ecology, biodiversity, biological sciences and related disciplines and are working to solve environmental problems.
- (7) Social Ecologists: Based on social ecology ideology that seeks to reconstruct and transform current outlooks on both social issues and environmental factors while promoting direct democracy, this class premises those who studies social science and related programs and are applying their studies to solve environmental problems.

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## **Section 3.0: Membership application procedure and fees**

**3.1** When one deems to be apply for membership as an organization or individual expert he all she shall submit application documents to the secretariat of the organization by email or post.

(i) Corporate organizations shall submit; Certificate of Incorporation, CR6, CR14, Company Profile, Valid Tax Clearance Certificate and National ID or Passport and Curriculum Vitae of the individual representative of the organization that is making the application.

(ii) Individual prospective members shall submit their; National ID or Passport, Academic Certificates, Academic Transcripts, Professional Certificates and a detailed Curriculum Vitae.

**3.2 (i)** The applicant shall submit the documents in section 3.1 with a proof of payment of joining fee as given section 3.7 (or equivalent as shall be determined from time to time by the board).

(ii) The payment in section 3.2(i) is once off payment made by members.

**3.3** The secretariat shall take seven (7) days for urgent application and fourteen (14) for normal application at costs to be determined in table 3.1 section (3.7)

**3.4** Within three (3) days the secretariat shall notify the applicant on acceptancy or rejection of the application.

(i) In the event of acceptancy of the prospective member, the secretariat shall notify the prospective member of the registration fees that should be payment and proof or payment be send for finalization of the registration and issuance of certificate.

**3.5** The certificate shall be valid for a year ending 31<sup>st</sup> of December.

**3.6 (i)** Annual renewal registration is effected by submission of a proof of payment of an annual registration fee and the secretariat shall follow the procedure in section 3.4.

(ii) A member who is in arrears shall pay the annual registration fee of that year being applied for and 5% of that amount as penalty for each year in arrears.

**3.7 (1)** Table 3.1 fee schedule for normal local application.

	MEMBERSHIP	INITIAL REGISTRATION		RENEWAL REGISTRATION
		JOINING FEE	REGISTRATION FEE	
<b>1</b>	<b>Organizational membership</b>			
	(1) Environmental Consulting Firms	USD 20	USD 60	USD 60 + (5%*60)*No. of years in arrears
	(2) Training Institutions	USD 20	USD 70	USD 70 + (5%*70)*No. of years in arrears
	(3) Environmental Associations	USD 15	USD 50	USD 50 + (5%*50)*No. of years in arrears
	(4) Affiliate Organizations	USD 20	USD 80	USD 80 + (5%*80)*No. of years in arrears
<b>2</b>	<b>Individual membership</b>			
	(1) Honorary Fellow	-	-	-
	(2) Honorary Member	-	-	-
	(3) Fellow	USD 10	USD 40	USD 40 + (5%*40)*No. of years in arrears
	(4) Companion	USD 10	USD 30	USD 30 + (5%*30)*No. of years in arrears
	(5) Student	USD 5	USD 20	USD 20 + (5%*20)*No. of years in arrears
	(6) Technician	USD 5	USD 20	USD 20 + (5%*20)*No. of years in arrears

**3.7 (2)** Table 3.2 fee schedule for urgent local application.

	MEMBERSHIP	INITIAL REGISTRATION		RENEWAL REGISTRATION
		JOINING FEE	REGISTRATION FEE	
<b>1</b>	<b>Organizational membership</b>			
	(5) Environmental Consulting Firms	USD 20	USD 80	USD 80 + (5%*80)*No. of years in arrears
	(6) Training Institutions	USD 20	USD 100	USD 100 + (5%*100)*No. of years in arrears
	(7) Environmental Associations	USD 15	USD 80	USD 80 + (5%*80)*No. of years in arrears
	(8) Affiliate Organizations	USD 20	USD 100	USD 100 + (5%*100)*No. of years in arrears
<b>2</b>	<b>Individual membership</b>			
	(7) Honorary Member	-	-	-
	(8) Honorary Fellow	-	-	-

	MEMBERSHIP	INITIAL REGISTRATION		RENEWAL REGISTRATION
		JOINING FEE	REGISTRATION FEE	
	(9) Fellow	USD 10	USD 80	USD 80 + (5%*80)*No. of years in arrears
	(10) Companion	USD 10	USD 60	USD 60 + (5%*60)*No. of years in arrears
	(11) Student	USD 5	USD 30	USD 30 + (5%*30)*No. of years in arrears
	(12) Technician	USD 5	USD 30	USD 30 + (5%*30)*No. of years in arrears

**3.8** Payments by international organizational and individual applicants shall invite fees that **150%** of the local applicant fees in **section 3.7** from joining fees to annual registration fees.

## Section 4.0: The code of conduct

**5.1.** As a self-ascribed professional member of EPCOZ, the information and services that the professional provides must be of the highest quality and reliability, therefore he/she shall pledge as in **section 5.2**.

### **5.2. I consequently commit myself:**

- (1) To conduct my professional activities with integrity, honesty, and free from any misrepresentation or deliberate bias.
- (2) Encourage research, planning, design, management and review of activities in a scientifically and technically objective manner. I will incorporate the best principles of the environmental sciences for the mitigation of environmental harm and enhancement of environmental quality.
- (3) To conduct my professional activities only in subject areas in which I have competence through education, training, or experience. I will engage, or participate with, other professionals in subject areas where I am less competent.
- (4) To take care that my professional activities promote sustainable and equitable actions as well as a holistic approach to impact assessment.
- (5) To check that all policies, plans, activities, or projects with which I am involved are consistent with all applicable laws, regulations, policies and guidelines.
- (6) To refuse to provide professional services whenever the professional is required to bias the analysis or omit or distort facts in order to arrive at a predetermined result(s).
- (7) To disclose to employers and clients and in all written reports, any personal or financial interest that could reasonably raise concerns as to a possible conflict of interest.
- (8) To strive to continually improve my professional knowledge and skills and to stay current with new developments in impact assessment and my associated fields of competence.
- (9) To acknowledge the sources I have used in my analysis and the preparation of reports.
- (10) To accept that my name will be removed from the list of self-ascribed professional members of EPCOZ should I be found to be in breach of this code of conduct by a disciplinary committee constituted by the EPCOZ Board to consider any complaint lodged against my professional conduct.