



ASSOCIATION OF ENERGY ENGINEERS

CODE OF ETHICS SUPERIOR ENERGY PERFORMANCE® (SEP™) PERFORMANCE VERIFIER (SEP PV)

The SEP PV, to uphold and advance the honor and dignity of the profession and in keeping with high standards of ethical conduct:

PRINCIPLES

- *Will be honest and impartial, and will serve the public, employers, and clients, with professionalism and devotion;*
- *Will strive to increase the competence and prestige of the profession;*
- *Will use his or her knowledge and skill for the advancement of human welfare.*

CODES OF PRACTICE

1. The SEP PV will be guided in all professional relations by the highest standards of integrity, and will act in professional matters for each client or employer as a faithful agent or trustee.
2. The SEP PV will have proper regard for the safety, health, and welfare of the public in the performance of professional duties.
3. The SEP PV will avoid all conduct or practice likely to discredit the profession or deceive the public.
4. The SEP PV will endeavor to extend public knowledge, appreciation of engineering and its achievements in order to protect the profession from misrepresentation and misunderstanding.
5. The SEP PV will express an opinion on an engineering subject only when founded on adequate knowledge and honest conviction.
6. The SEP PV will not disclose confidential information concerning the business affairs or technical processes of any present or former client or employer without consent.
7. The SEP PV will endeavor to avoid conflicts of interest with his employer or client, but when unavoidable, he or she shall fully disclose the circumstances to employer or client.
8. The SEP PV will uphold the principle of appropriate and adequate compensation for those engaged in engineering work.

9. The SEP PV will cooperate in extending the effectiveness of the profession by exchanging information and experience with other engineers and students, and will endeavor to provide opportunity for the professional development and advancement of engineers under his or her supervision.

10. The SEP PV will notify AEE immediately should he or she become fully or partially disabled and unable to carry out the full responsibilities of a SEP PV. Subsequently, he or she will advertise and contract to undertake only those capabilities as a SEP PV which he or she is able to completely fulfill.

MAINTAINING CERTIFICATION

The continuing education of SEP Performance Verifiers is essential to cope with the rapidly changing field of energy performance. A SEP PV must maintain a valid CP EnMS certification and complete 2 SEP performance verification engagements or complete the most recent SEP Program Online Training Module and Knowledge checks every five years and submit a completed Renewal Form to the Certification Director to remain certified. SEP PV renewal notices are emailed in the 5th year of recertification six months prior to the expiration date, which falls on December 31st of that year.

SEP performance verification engagements for recertification can be accumulated at any time, within the five year period. *For example, individuals receiving a SEP PV certification in 2019, must file a record 2 SEP performance verification engagements with the Certification Director by December 31, 2024 to receive a SEP PV certificate for another 5-year period.*

If a SEP PV is for any reason rendered unable to perform the duties required of them as a SEP PV, they will notify the Certification Director immediately.

Engagement records are not maintained by AEE during the five year period. It is the responsibility of the individual to maintain a record and submit this information at the time of renewal.

SUSPENSION OR REVOCATION OF CERTIFICATION

Continuing Education Requirements. If a SEP PV does not accumulate the required professional development hours, certification shall terminate, unless in the judgment of the Certification Board, extenuating circumstances exist and the deficiency can be readily overcome. SEP PV suspension or revocation may also be invoked for failure to pay SEP PV exam/application or renewal fees.

The Complaint Process. Any SEP PV professional who violates the SEP PV Code of Ethics will have his/her Certification revoked. Any AEE member or Company or individual who witnesses a breach in the SEP PV Code of Ethics is encouraged to file a complaint with SEP PV

Board. The SEP PV Board is responsible for having the witness substantiate the violation and conducting a hearing to determine said breach.

The SEP PV Board has the responsibility to investigate any and all alleged violations of the Energy Engineer/SEP Performance Verifiers Code of Conduct. In addition, the SEP PV Board shall have the responsibility and authority to review the work product of a SEP PV, when deficiencies in quality and potential error(s) in analysis and calculations are alleged.

Once an alleged violation of either Ethics or Competence is filed with the SEP PV Board, the board shall first acquire all possible information of the occurrence for internal review. Should the Board determine that the potential of a violation exists, the Board will interview both the witness as well as the SEP PV responsible.

The SEP PV in question will have the opportunity to refute the claim and provide evidence to the contrary. The SEP PV shall have ample opportunity to provide appropriate evidence, additional information, the opinions of other Energy Engineers/SEP PV's, as well as further data to attempt to refute the allegations.

The SEP PV Board shall conduct an independent and impartial hearing. Any Board member having a personal relationship with the SEP PV being investigated shall be excluded from participation.

The initial objective of such a hearing shall be to provide a venue for the accusing party and the accused SEP PV to explain and gain mutual understanding of the issues involved in the dispute and resolve them in an amicable manner. Should such mutual understanding not be reached then the Board may move forward with further procedures up to and including Suspension or Revocation of the SEP PV's Certification.

Suspension and Revocation. The SEP PV Board, upon finding a violation of either the Ethical Standards or the Competence of a SEP Performance Verifier, shall, by means of a vote having a 2/3 majority, decide to Suspend or Revoke the Certification of a SEP PV.

Suspension may be issued for violations deemed less serious, and where the SEP PV in question has demonstrated the ability and desire to take the corrective actions required to remedy the violation(s).

Suspension for Competence violations will be continued until the SEP PV in question receives additional remedial training as may be indicated by the Board and until such time as the Board reviews the Mandatory re-testing of the SEP PV involved. A SEP PV who has his or her Certification Suspended shall not be reinstated until such time as the additional training and testing has been completed and approved by the SEP PV Board.

Revocation of the Certification of a SEP PV is a very serious matter and is usually permanent. If the SEP PV Board revokes the Certification of a SEP PV for cause, as has been determined by a finding of all the facts in the hearing, then the individual shall be barred from holding Certification as a SEP PV. Notice of Revocation of this Certification shall also be furnished to the Chair of each Certification Board within the AEE for possible revocation of other AEE Certifications.

Reinstatement. A SEP PV who has had his or her Certification Suspended or Revoked may apply for reinstatement conditioned upon a sufficient change in circumstances that would warrant the Board's consideration.

A SEP PV may be reinstated after demonstrating such remedial training and testing as may be determined by the Board. A SEP PV who is applying for reinstatement will usually be required to work under the supervision of an Energy Engineer or SEP PV for a period of six months to demonstrate competence and compliance with standards.