

IFE Rules of Membership

1. Titles and Grades

The IFE draws a distinction between titles and grades of membership. Titles are awarded to persons and organisations who have an interest in the objectives of the IFE, or to members who have made a considerable personal contribution to the IFE’s objectives. The grades of membership form the framework for recognition of professional development.

2. Titles

The IFE awards the following titles:

- a. The title of Affiliate is available for organisations, or individuals with an interest in fire engineering who have not, at this stage, met the requirements of a membership grade.
- b. The Companion title is a premier title that can only be made by a nomination. It is a title that is awarded to members of any grade who have given outstanding service to the IFE and/or to an IFE branch and/or to the profession of fire engineering. Members that have been awarded the Companion title retain their original IFE grade. For example, a Companion Graduate member may use the post nominal letters CGIFireE.

Title	Post Nominal Letters
Affiliate Individual	N/A
Affiliate Organisation	N/A
Companion	'C' added to start of IFE post nominals (e.g. CGIFireE)

3. Grades

The grades are prescribed in the IFE’s Schedule of By-Laws and provide for both corporate and non-corporate membership. Corporate grades, Technician and Graduate grades receive voting rights as per the Memorandum and Articles of Association. The IFE encourages all fire engineers to continually develop their membership status and to engage with IFE activities. Post nominal letters may only be used by current, fully paid-up members.

The IFE will take action in the event of unauthorised use of post nominal letters, including continued use despite non-payment of subscriptions.



a. Corporate Grades

Grade	Post Nominal Letters
Associate	AFireE
Member	MIFireE
Fellow	FIFireE
Life Fellow	FIFireE (Life)

b. Non-Corporate Grades

Grade	Post Nominal Letters
Student	None
Technician	TIFireE
Graduate	GIFireE

Candidates applying for membership grades, or to transfer between grades, will be expected to provide appropriate evidence of eligibility. There are general requirements for membership as well as specific requirements for each grade of membership.

4. Requirements for Membership

- a. Adherence to the IFE's Code of Conduct policy
(https://www.ife.org.uk/Portals/0/IFE_Code_of_Conduct.pdf)

- b. Compliance with the principles of the IFE's Continuing Professional Development (CPD) Guidance
(https://www.ife.org.uk/Portals/0/Membership/Continuing_Professional_Development_CPD_Guidance_V9.pdf)

5. Requirements for Entry to Specific Grades of Membership

Please see <https://www.ife.org.uk/Membership> for specific grade requirements

6. Engineering Council Registration

The Engineering Council has five sections of registration:

- a. Chartered Engineer (CEng) www.ife.org.uk/Home/Membership/Professional-registration/Engineering-Council-registration/Chartered-Engineer



- b. Interim Registrant for Chartered Engineer www.ife.org.uk/Home/Membership/Professional-registration/Engineering-Council-registration/Interim-Registration-CEng
- c. Incorporated Engineer (IEng) www.ife.org.uk/Home/Membership/Professional-registration/Engineering-Council-registration/Incorporated-Engineer
- d. Interim Registrant for Incorporated Engineer www.ife.org.uk/Home/Membership/Professional-registration/Engineering-Council-registration/Interim-Registration-IEng
- e. Engineering Technician (EngTech) www.ife.org.uk/Home/Membership/Professional-registration/Engineering-Council-registration/Engineering-Technician

Successful applicants for Engineering Council registration are automatically granted an appropriate grade of membership.

Engineering Council Section	IFE Membership Grade Automatically Granted	Post Nominal Letters
Chartered Engineer	Member	CEng MIFireE
Interim Registration for Chartered Engineer	Associate	AIFireE
Incorporated Engineer	Member	IEng MIFireE
Interim Registration for Incorporated Engineer	Associate	AIFireE
Engineering Technician	Technician	EngTech TIFireE

In the circumstance of a member already being in a higher-level IFE membership grade than the grade automatically conferred at time of registration, then the higher IFE grade remains in place. For example, should a Fellow member (FIFireE) successfully be registered as a Chartered Engineer (CEng), they would retain Fellow membership and be able to use the post nominal letters CEng FIFireE.

7. Subscriptions

- a. Annual membership subscriptions fall due on 1st January each year. A renewal notice is sent to all members each year.
- b. New members joining in the last three months of the calendar year are only required to pay for the subsequent year's subscription and effectively receive three months of membership in their year of joining free of charge.
- c. Non-payment of subscriptions results in the member being struck off the membership list and losing the privileges of membership, including the right to use the distinctive titles and post nominal letters. Members who wish to



re-join may be charged an administrative fee.

- d. Subscription fees are set by the Board and are reviewed annually.
- e. Where a local branch exists outside the UK, annual subscriptions are payable to the local branch, which may retain fifty percent of the subscription to support local IFE activities. The remainder is remitted to the IFE's Headquarters to fund central membership expenses such as the International Fire Professional journal and administration.

8. Membership of IFE Branches

- a. The IFE has many local branches and groups established internationally, as well as Special Interest Groups (SIGs)
- b. Membership of the IFE is not conditional on membership of any geographical branch, or any Special Interest Group
- c. Membership of an IFE branch, group or Special Interest Group is conditional on membership of the main body of the IFE
- d. In some cases, additional fees are payable to be a member of a local branch of the IFE. Such fees are usually minimal and lead to considerable benefits, such as access to CPD activities, professional networks, potential mentors and social activities

9. Code of Conduct

As laid down in the IFE's By-Laws, any member of the IFE may be suspended, asked to resign, or struck off the membership roll if, in the opinion of the Board of Directors, the member is guilty of dishonourable or unprofessional conduct. Please refer to the IFE's Code of Conduct: (https://www.ife.org.uk/Portals/0/IFE_Code_of_Conduct.pdf)

10. Acceptable Behaviours Policy

We have introduced an Acceptable Behaviours Policy which is applicable to all staff and IFE members as we aim to preserve a healthy and positive environment through which the best interests of all members can be assured. The Acceptable Behaviour Policy states:

"In the course of their work and when dealing with others, all persons to whom this policy applies must treat all other persons fairly, with dignity and respect and should conduct themselves in a

professional, honest and courteous manner. They should promote equality, diversity and inclusion and should not discriminate unlawfully.

They must also act professionally in relation to any content that they publish in the public domain, including without limitation, articles, blogs and all social media. They shall not advertise or write articles in any manner that is derogatory to the Institution or their profession nor authorise or endorse articles of this nature published by others. They must use all forms of spoken, written and digital communications, including social media, responsibly in line with this statement.”

11. Zero Tolerance Policy

Purpose

The purpose of this policy is to protect IFE staff from:

- ◆ Aggressive or abusive behaviour
- ◆ Unreasonable demands
- ◆ Unreasonable levels of contact

Scope

Aggressive or abusive behaviour

The IFE has a Complaints Procedure which is documented here and allows a formal process for members/registrants/volunteers or members of the public to detail their complaint. We understand that people can become angry when they feel that matters about which they feel strongly are not being dealt with as they wish.

Where that anger escalates into aggression towards IFE staff we consider that unacceptable. Any aggression or abuse directed towards IFE staff will not be tolerated.

Aggressive or abusive behaviour includes language (whether verbal or written) that may cause IFE staff to feel afraid, threatened or abused and may include threats, personal verbal abuse, derogatory remarks and rudeness. The use of swear words in written or verbal communication will not be tolerated and these communications will not be responded to. Swearing at members of IFE staff will not be tolerated. We also consider inflammatory statements, remarks of a racial or discriminatory nature and unsubstantiated allegations, to be abusive behaviour.

Unreasonable demands

A demand becomes unacceptable when it starts to, or when complying with the demand would, impact excessively on the work of IFE staff. Or when dealing with the matter takes up an excessive amount of staff time and in so doing, disadvantages other members of the public.

For example:

- ◆ Repeatedly demanding responses within an unreasonable timescale
- ◆ Demanding responses from several members of staff on the same subject
- ◆ Insisting on seeing or speaking to a particular member of staff when that is not possible
- ◆ Repeatedly changing the substance of an enquiry or complaint or raising unrelated concerns
- ◆ Repeatedly posing a question time and again, when a response has already been given, because the individual may not like the answer they have received.
- ◆ Refusing to follow or misusing our complaints procedure

Unreasonable levels of contact

Sometimes the volume and duration of contact made to our staff by an individual causes problems.

This can occur over a short period, for example, when a large number of calls or emails are received from the same person over a short period of time.

- ◆ When we are dealing with a complaint or enquiry, this may occur when a person repeatedly makes long telephone calls to us or;
- ◆ Inundates us with emails or;
- ◆ Copies of information that have already been sent or that are irrelevant to the substance of the complaint or enquiry.

The IFE consider that the level of contact has become unacceptable when the amount of time spent talking to an individual on the telephone, or responding to, reviewing and filing emails or written correspondence, impacts on our ability to deal with the matter, or on our responsibility for carrying out tasks.

Procedure

How we manage abusive or aggressive behaviour:

Any member of staff who directly experiences aggressive or abusive behaviour must report it to the relevant department Director.

Staff may end telephone calls if they consider the caller is being aggressive, abusive or offensive. IFE staff have the right to make this decision and prior to ending the call, will inform the caller that their behaviour is unacceptable and that they will end the call if the behaviour persists.

Where behaviour persists in subsequent correspondence, the IFE will inform the person in writing that we will not permit any further contact from them.

How we deal with other categories of unreasonable behaviour

Where a member/registrant/volunteer or member of the public repeatedly phones, visits our offices, raises the same issue repeatedly, or sends us large numbers of documents about which the relevance is not clear, the IFE may decide to:

- ◆ Limit contact to telephone calls from the person at set times on set days;
- ◆ Restrict contact to a nominated member of staff who will deal with future calls or correspondence;
- ◆ See the person by appointment only;
- ◆ Restrict contact to written correspondence only;
- ◆ Refuse to deal with further correspondence and return any documents or, in extreme cases; advise the person that further irrelevant documentation will be destroyed;

Take any other action that we consider appropriate to the circumstances including referral to the IFE Ethics Panel to consider disciplinary action.

Where the IFE consider continued correspondence on a wide range of issues to be excessive, we may tell the person that only a certain number of issues will be considered in a given period and ask them to limit or focus their requests accordingly.

Where someone repeatedly demands a response on an issue on which they have already been a given a clear answer, we may refuse to respond to further enquiries from the person.

If, after receiving a warning from us that your behaviour has been found to be aggressive, abusive or unreasonable, the IFE will confirm in writing, why we have reached that conclusion and how your future contact with us will be managed.