

ENGLISH UNOFFICIAL TRANSLATION

THE CODE OF ETHICS FOR SOCIAL WORK PROFESSIONALS

INTRODUCTION

This Code of Ethics for Social Work Professionals, hereinafter referred to as "KODEPEKSOS", is a code of conduct for members of the Indonesian Professional Social Workers Independent (IPSPI).

This Code of Ethics is a guide that contains values for Social Workers that regulate attitudes and behaviour in organising professional relationships with clients, colleagues, institutions where they work, and the community as well as a basis for deciding ethical dilemmas.

The social work profession promotes social change, problem solving in terms of human relations, strengthening groups, liberating the oppressed and persecuted, and involving those who are marginalised in order to meet needs and develop human potential for the improvement of social welfare. Utilising theories of human relations and social systems, the social work profession provides assistance at the point where people interact with their environment.

The social work profession places the principles of human rights, democracy, and social justice as the foundation and motivation for each social worker to recognise the uniqueness and equality of each person and therefore to respect dignity and social responsibility.

By accepting and adhering to this CODE of Social Work, a social worker declares his/her personal commitment to the general principles of the social work profession in Indonesia and around the world; affirms his/her willingness and passion to act with the highest professional integrity; and declares his/her willingness to be ethically judged in all his/her actions as a social worker, especially in situations that have ethical implications.

CHAPTER I

GENERAL PROVISIONS

Article 1

Definition of

- (1) The Code of Ethics for Social Workers hereinafter referred to as the KODEPEKSOS is a guide that contains values for Social Workers that regulate attitudes and behaviour in carrying out professional relationships with clients, colleagues, institutions where they work, and society as well as a basis for deciding ethical dilemmas.
- (2) A Social Worker is someone who has the knowledge, skills, and values of social work practice, has a certificate of competence and is a graduate of social work professional education.
- (3) Client is the beneficiary of Social Work Practice services which include individuals, families, groups, and communities.
- (4) Peer is someone who carries out social work practice as a Social Worker.
- (5) Foreign Peers are Social Workers who are not Indonesian citizens who practise social work in Indonesia in accordance with applicable laws and regulations.
- (6) The Code of Ethics Board of Honour is formed by Independent Indonesian Social Workers to uphold the Social Worker code of ethics, is responsible for overseeing the implementation of the Social Worker code of ethics and providing recommendations for sanctions for violations of the Social Worker code of ethics.

(7) Honorarium is a payment to a Social Worker in return for Social Worker services based on an agreement and/or agreement with the client.

(8) Social Work Practice is the implementation of planned, integrated, sustainable and supervised professional assistance to prevent social dysfunction, as well as restore and improve the social functioning of individuals, families, groups and communities.

(9) Social Worker Services are services to individuals or groups/organisations/institutions provided to Social Workers in accordance with the competence and scientific authority of Social Work in the fields of social dysfunction prevention, social protection, social rehabilitation, social empowerment and social development in the form of intervention practices, teaching, education, training, research and community counselling.

(10) Certificate of Competency is a letter of legal recognition of the competence of Social Workers to be able to practise throughout Indonesia after passing the Competency Test.

(11) Competency Test is a measurable and objective competency assessment process to assess competency achievements in Social Work Practice with reference to competency standards.

(12) Registration is an official record of Social Workers who have a Certificate of Competence to carry out Social Work Practice in Social Work Organisations.

(13) Registration Certificate, hereinafter abbreviated as STR, is written evidence provided by the Social Worker Organisation to Social Workers who have been registered.

(14) Social Worker Practice Permit, hereinafter abbreviated as SIPPS, is written evidence provided by the district / city government to Social Workers as a grant of authority to carry out Social Work Practice.

(15) Social Worker Organisation is a forum for gathering Social Workers who are independent, independent, and legal entities.

(16) Central Executive Board hereinafter referred to as CEB.

(17) Provincial Executive Board hereinafter referred to as PEB.

CHAPTER II

PURPOSE, PRINCIPLE AND SCOPE

Article 2

Purpose

The IPSPI KODEPEKSOS is intended to be a guide for Social Workers who are members of IPSPI in applying the values of social work practice.

Article 3

Principles

The principles applied in the IPSPI CODE of Social Work are based on:

- (1) Recognition of the Inherent Dignity of Humanity
- (2) Promotion of Human Rights
- (3) Promoting social justice
- (4) Promoting the right to self-determinism (5) Promoting the right to participation
- (6) Respect confidentiality and privacy
- (7) Treating people as whole human beings
- (8) Applying ethics in the use of technology and social media (9) Professional integrity

Article 4

Scope

- (1) Personal behaviour and integrity
- (2) Competence

- (3) Relationship with Clients, Peers, Foreign Peers
- (4) Responsibility to the Profession
- (5) Implementation of the Code of Ethics
- (6) Code of Ethics Board of Honour
- (7) Complaint Procedure

CHAPTER III

PERSONAL BEHAVIOUR AND INTEGRITY

Article 5

Behaviour

(1) Social Workers must maintain and constantly improve standards of personal behaviour while using their identity and acting in their capacity as Social Workers, namely:

- a. Not engaging in acts of dishonesty, arrogance, fraud and misrepresentation.
- b. Strictly distinguish his personal statements and actions from his statements and actions as a professional.

(2) Social Workers must maintain a sense of solidarity among colleagues.

(3) Social Workers are not allowed to do work that can harm the freedom, degree and dignity of Social Workers.

(4) Social Workers are not allowed to establish similar professional organisations of social workers or become members of similar professional organisations of social workers that can cause divisions among social workers.

(5) Social workers who are members of IPSPI must uphold the rules set by their professional organisation.

Article 6

Integrity

(1) Workers may refuse to provide services to clients on the grounds that it is not in accordance with their expertise and contrary to their conscience, but cannot refuse on the grounds of differences in religion, belief, ethnicity, descent, gender, sexual orientation, political beliefs and social position.

(2) Social Workers must always act with professional integrity, namely: a. Be aware of and reject influences and pressures that limit their professional freedom.

- b. Not using professional relationships for personal interests.

CHAPTER IV

COMPETENCIES

Article 7

Professional Capability

In accepting responsibilities and work, Social Workers must base it on the understanding that they are capable of:

- 1. Have the capacity in accordance with the Core Competencies of Social Workers established by IPSPI
- 2. Provide the best possible service in accordance with their professional abilities.
- 3. Continuously improve the ability to practise and perform professional functions.
- 4. Not misuse the ability of knowledge, skills, experience, or professional position.

Article 8

Quality and Scope of Services

Social Workers must ensure the quality and breadth of the scope of services by: a. Organising the service process from initial contact (intake) to termination responsibly and in accordance with their

competence. b. Preventing inhumane and discriminatory social work practices.

Article 9

Scientific and Research Activities

Social workers who conduct research and develop scientific knowledge, must follow and adhere to scientific standards by:

- a. Considering the possible consequences for social welfare.
- b. Ensuring that the participation of research subjects is voluntary and based on their informed consent, without penalising their refusal to participate and taking into account their personal rights and dignity.
- c. Maintaining the confidentiality of information from and about subjects involved in research.
- d. Protecting research subjects from physical harm or mental distress, harm or loss as a result of their participation in research activities. Protect research subjects from physical or mental distress, harm or loss as a result of their participation in research activities.
- e. Social workers who will conduct research must go through ethical clearance from relevant credible and recognised institutions.

CHAPTER V

RELATIONSHIP WITH CLIENTS

Article 10

Relationship with Clients

(1) Social workers must recognise, respect and try their best to protect the interests of clients in the context of services, namely:

- a. Providing services in accordance with their professional competence.
- b. Provide accurate and complete information about the scope, type and nature of services.
- c. Inform the rights, obligations, opportunities and risks attached to and or arising from the service relationship provided.
- d. Seek advice, counsel, and guidance from peers and/or supervisors whenever necessary for the benefit of the client.
- e. Immediately withdraw from the service context when the environment and atmosphere no longer allow for the provision of careful judgement, the delivery of the best possible service, and the reduction or prevention of negative impacts that may arise or occur.
- f. Inform the client of the termination of the service context, whether through diversion, referral or termination of services.
- g. service.

(2) Social Workers must recognise, respect, seek to realise and protect the client's right to self-determination.

(3) Professional Social Workers maintain client confidentiality in the context of services, which include:

- a. Informing clients of their rights to confidentiality in the context of services, also including when involving third parties in services.
- b. Informing clients about the importance of confidentiality of information in the context of services.
- c. Disclosing records of information at the client's request, and to the extent that it is in the interest of the service.
- d. Not disclose the client's secrets to other parties, except by order of legal provisions.
- e. Not disclose the client's secrets to other parties without obtaining the consent of the person concerned, even if professional considerations require it.

(4) Social Workers are not allowed to take advantage of relationships with clients for personal interests.

(5) Social Workers are not allowed to provide or involve themselves in relationships and commitments that are contrary to the interests of the client.

(6) Social Workers are not allowed to conduct, approve, assist, cooperate or participate in a service context that discriminates on the basis of race, socio-economic status, ethnicity, culture, colour, gender, sexual orientation, age, religion, marital status, political views, and differences in mental or physical capacity as well as against people with HIV/AIDS and former prisoners.

Article 11 Service Fees

(1) Social Workers may receive remuneration in the form of honorarium from clients and/or service institutions for services provided to clients.

(2) Social Workers in determining the amount of honorarium must consider the client's ability and are not allowed to burden the client with unnecessary costs.

(3) Social Workers must ensure that there are fees that must be paid by clients or third parties to institutions for services received, provided that:

a. Explain from the beginning to the client or third party about the costs, sources, and methods of payment and if there are changes from the original agreement.

b. Ensure that the fees proposed to the client are fair, reasonable and commensurate with the services provided, and pay attention to the level of ability of the client or third party.

c. Not allowed to manipulate the cost of services to clients or third parties in the context of service delivery and referral.

d. Not terminate services solely because the client or third party is unable to pay the cost of services; if termination of services cannot be avoided, it must be carried out clearly, openly and in accordance with the principles of professional relationships with clients.

CHAPTER VI RELATIONSHIP WITH PEERS

Article 12 Attitude towards Peers

(1) Relationships between Social Worker colleagues must be based on mutual respect, mutual appreciation and mutual trust.

(2) Social Workers appreciate, are open and respect peers in terms of:

a. Maintain confidentiality conveyed by peers in the context of services and make service contracts with partnering parties including agreements with / between professions and agencies.

b. Cooperating with peers to advance professional interests.

c. Create and maintain conditions of practice to enable peers to exercise their professional ethics and competence.

d. Respect views and use appropriate channels. Respect views and use appropriate channels in commenting on differences of opinion.

e. Social Workers who replace and or who are replaced must consider the interests and reputation of peers.

f. Seek mediation in the event of differences of opinion among peers that require problem solving according to professional judgement.

g. As a supervisor for peers, social workers must arrange special conditions so that professional relationships with peers are maintained.

- h. Carry out objective performance appraisals of peers. Carry out objective performance appraisals of peers in accordance with applicable criteria.
- i. Social workers who are responsible for evaluating the performance of employees, supervisors or students, must explain the results of the evaluation openly to them.

Article 13

Referral from Peers

Social Workers in accordance with their expertise can accept clients referred by peers, whether emergency, temporary, or ongoing with the same respect and treatment as other clients.

Article 14

Conflict with Peers

- (1) Social Workers are not allowed to take over or seize clients from peers.
- (2) Objections to the actions of peers that are considered contrary to the Code of Ethics for the Social Work Profession must be submitted to the Code of Ethics Board of Honour for examination and are not allowed to be broadcast through mass media, social media, print and electronic media or other media.

CHAPTER VII

RELATIONSHIP WITH FOREIGN PEERS

Article 15

Harmonious Relationships with Foreign Colleagues

Social Workers should build harmonious cooperation with Foreign Social Workers in providing services to clients.

Article 16

Obligations of Foreign Social Workers

- (1) Foreign Social Workers who, based on the applicable laws and regulations, carry out their profession in Indonesia, are subject to and must obey this Code of Ethics for Social Work Profession.
- (2) Foreign Social Workers who carry out their profession in Indonesia, must use a container or be in a social welfare service institution in Indonesia.

CHAPTER VIII

RESPONSIBILITY TO THE PROFESSION

Article 17

Responsibility to the Profession

- (1) Social Workers must maintain and develop the social work profession which includes its mission, values, ethics, science and practice, by:
 - a. Maintaining high standards of personal behaviour in their capacity as Social Workers.
 - b. Continuously improving professional expertise and skills according to their level of competence.
 - c. Developing, advocating, defending and protecting the dignity and integrity of the profession.
 - d. Become a member of an official social work professional organisation.
 - e. Take action to prevent, correct or stop irresponsible practice that does not fulfil the principles, values and standards of the social work profession.
 - f. Not involving, committing, or allowing situations and actions that can compromise the integrity of the profession.

(2) Professional Social Workers must play an active role in identifying, developing and utilising the social work profession by:

- a. Enriching the repertoire of the social work profession through scientific research, gathering practical experience, and sharing experience with colleagues.
- b. Basing their practice on the principles and standards of the social work profession continuously by following developments, critically reviewing, maintaining, and participating in developing the science of social work/welfare and other related sciences.

Article 17

Responsibility Towards Service Institutions

(1) Social workers must always play an active role in improving the service performance of the institution that employs them, both through conducive working relationships and in the form of higher quality services to clients.

(2) Efforts to improve the quality of services as mentioned above are carried out by:

- a. Pursuing improvements and changes to institutional policies, programmes and services that are not in accordance with the principles and standards of the social work profession.
- b. Actively improving policies, programmes and service administration procedures in order to improve professional services.
- c. Carry out duties, obligations and responsibilities as well as possible and to be accountable in accordance to their fields, positions and competencies.
- d. Not misuse the identity, position, and resources of the institution for personal gain.
- e. Seeking improvements and changes in policies that discriminate against employees.
- f. Seeking steps to resolve conflicts between management and employees so that services to clients are not disrupted.

Article 19

Responsibility to Society

(1) Social workers must always endeavour to strengthen the social work profession as a pillar of social welfare services.

(2) In relation to paragraph (1), such efforts can be made by:

- a. Preventing and reducing domination, exploitation and discrimination against any person and group based on race, ethnicity, gender, sexual orientation, age, marital status, political beliefs, religion or physical and mental limitations, as well as against people with HIV/AIDS and former prisoners.
- b. Ensuring that all people have access to the resources, services and opportunities they need.
- c. Foster choice and opportunity for all, especially for disadvantaged or oppressed people and groups.
- d. Create conditions that encourage respect for the nation's cultural diversity.
- e. Provide appropriate professional services especially in emergencies.
- f. Encourage and seek policy changes to improve social welfare and to uphold social justice.
- g. Encourage the growth of community participation through social policies and institutions.

CHAPTER IX

IMPLEMENTATION OF CODE OF ETHICS

Article 20

Obligations and Supervision

(1) Every Social Worker who is a member of IPSPI must comply with this CODE OF ETHICS.

(2) Supervision of the implementation of this CODE of Ethics is carried out by the Code of Ethics Board

of Honour.

CHAPTER X

CODE OF ETHICS BOARD OF HONOUR

Article 21

Central and Provincial Code of Ethics Board of Honour

- (1) IPSPI Code of Ethics Board of Honour consists of two levels.
- (2) The levels referred to in paragraph (1) are:
 - a. Provincial Code of Ethics Board of Honour
 - b. Honour Council of the Central Code of Ethics

Article 22

Authority

- (1) The Professional Code of Ethics Board of Honour has the authority to examine and decide cases of violations of the Code of Ethics committed by Social Workers.
- (2) The Professional Code of Ethics Board of Honour has the authority to examine complaints either submitted through PEB IPSPI or directly to the Professional Code of Ethics Board of Honour.
an and Supervision
- (1) Every Social Worker who is a member of IPSPI shall abide by this CODE of Ethics. (2) Supervision of the implementation of this CODE of Ethics shall be carried out by the Code of Ethics Board of Honour.

CHAPTER X

COUNCIL OF HONOUR CODE OF ETHICS

Article 21

Central and Provincial Ethics Honour Councils

- (1) IPSPI Code of Ethics Board of Honour consists of two levels.
- (2) The levels referred to in paragraph (1) are:
 - a. Provincial Code of Ethics Board of Honour
 - b. Honour Council of the Central Code of Ethics

Article 22

Authority

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- (2) The Professional Code of Ethics Board of Honour has the authority to examine complaints either submitted through PEB IPSPI or directly to the Professional Code of Ethics Board of Honour.

CHAPTER XI

PROCEDURE FOR COMPLAINTS

Article 23

Complaints of Violations of the KODEPEKSOS

- (1) Complaints of violations of the Code of Ethics is done through two levels, namely:

- a. Provincial Executive Board (PEB) IPSPi
 - b. Honour Council Professional Code of Ethics
- (2) Complaints can be filed by interested parties and feel aggrieved, namely:
- a. Clients
 - b. Client's family
 - c. Social worker's peers
 - d. Government Officials
 - e. Community Members
 - f. Central Board and/or Provincial Board of Independent Social Workers of which the complainant is a member.
- (3) In addition to the interests of the organisation, the Professional Code of Ethics Board of Honour can also act as a complainant in matters concerning the interests of social work services.
- (4) Complaints that can be filed are only those regarding violations of the KODEPEKSOS

Article 24

Receipt of Complaints

- (1) Complaints against Social Workers as Complainants who are deemed to have violated the KODEPEKSOS must be submitted in writing along with the reasons to the Provincial Professional Code of Ethics Board of Honour or the Central Professional Code of Ethics Board of Honour where the Complainant is a member.
- (2) If there is no Professional Social Worker Independent Board in a region, the complaint shall be submitted to the Central Professional Code of Ethics Board of Honour.
- (3) If the complaint is submitted to the Provincial IPSPi Management, the Provincial Management shall forward it to the Professional Code of Ethics Board of Honour.
- (4) If the complaint is submitted to the Central Management / Board of Honour of the Central Professional Code of Ethics, the Board of Honour of the Professional Code of Ethics directly examines the complaint.

Article 25

Financing of Complaints

- (1) Every complaint of a violation of the code of ethics may be charged. (2) All costs incurred may be charged to :
- a. IPSPi Provincial Executive Board (PEB) where the complainant is registered as a member.
 - b. IPSPi Central Executive Board (CEB)
 - c. Complainant and / or Complainant

Article 26

Examination by the Honour Council of the Provincial Professional Code of Ethics

- (1) Board of Honour of Professional Code of Ethics after receiving a written complaint accompanied by evidence deemed necessary, submit a notification no later than within 14 (fourteen) days by special express mail / recorded to the complainant about the existence of the complaint by submitting a copy / copy of the complaint letter.
- (2) At the latest within 21 (twenty one) days, the complained party must provide his/her answer in writing to the Professional Code of Ethics Board of Honour, accompanied by the evidence deemed necessary.

(3) If within 21 (twenty-one) days the complained party does not provide a written answer, the Board of Honour of Professional Ethics Code shall deliver a second notice with a warning that if within 14 (fourteen) days from the date of the warning letter he/she still does not provide a written answer, then he/she shall be deemed to have waived his/her right of reply.

(4) In the event that the complained party does not submit an answer as stipulated in Article 21 paragraph (3), he/she shall be deemed to have waived his/her right of reply so that the Professional Ethics Code Board of Honour may immediately render a decision without the presence of the parties concerned.

(5) In the event that the complained answer has been received, the Board of Honour of Professional Ethics Code shall within no later than 14 (fourteen) days set a hearing day and deliver proper summons to the complainant and to the complained party to attend the hearing that has been set.

(6) The summons must have been received by the person concerned at the latest 6 (six) days before the appointed hearing day.

(7) The complainant and the integrated :

- a. Must be present personally and cannot authorise others.
- b. Have the right to submit witnesses and evidence.

(8) At the first hearing attended by both parties:

- a. The Professional Code of Ethics Board of Honour will explain the applicable procedures for examination.
- b. Both parties shall be asked to state the reasons for the complaint or defence in turn, while the evidence will be examined and witnesses will be heard by the Board of Honour of the Code of Professional Ethics.

(9) If at the first hearing one of the parties is not present :

- a. The hearing shall be adjourned until the next hearing at the latest 14 (fourteen) days by properly summoning the absent party.
- b. If the complainant who has been summoned up to 2 (two) times does not appear without a valid reason, the complaint is declared void and he/she cannot file a complaint again on the same basis unless the Provincial Professional Code of Ethics Board of Honour is of the opinion that the material of the complaint is related to the public interest or the interest of the organisation.
- c. If the complainant has been summoned up to 2 (two) times without a valid reason, the examination shall continue in the absence of the complainant and the Professional Code of Ethics Board of Honour is authorised to give a decision outside the presence of the complainant, which has the same force as an ordinary decision.

Article 27

Hearing Panel for Violators of the Code of Ethics

(1) The Ethics Code Board of Honour shall convene with a panel consisting of at least 3 (three) members, one of whom shall concurrently serve as the Chairperson of the Panel, and an odd number of members.

(2) The Tribunal may consist of the Code of Ethics Board of Honour or be supplemented by IPSPI Members who are competent to practise the social work profession and have knowledge in the field of complaint material and animates the Code of Ethics for the Social Work Profession.

(3) The Tribunal shall be elected at a meeting of the Code of Ethics Board of Honour specifically convened for that purpose chaired by the Chairperson of the Code of Ethics Board of Honour or in his/her absence by other board members mutually agreed upon.

(4) Every time a hearing is conducted, the Tribunal is obliged to make or cause to make Minutes of the Hearing which is ratified and signed by the Chairperson of the Tribunal hearing the violation of the professional code of ethics.

(5) The hearing shall be conducted in closed session, while the decision shall be pronounced in open session.

Article 28

Method of Decision Making

(1) After examining and considering the complaint, defence, evidence, and testimony of witnesses, the Professional Ethics Code Supervisory Board shall make a decision which may be in the form of:

- a. Declare the complaint of the complainant inadmissible
- b. Accept the complaint from the complainant and decide and impose sanction to the complainant.

(2) The decision must contain the considerations on which it is based with reference to the article in the CODE of ETHICS that was violated.

(3) The Code of Ethics Honour Council shall make a decision by majority vote and pronounce it in an open hearing with or without the presence of the parties concerned, having previously notified the parties concerned of the day, date and time of the hearing.

(4) The member of the Council who loses the vote shall be entitled to make a note of objection which shall be attached to the case file.

(5) The decision shall be signed by the Chairman and all the Members of the Tribunal, and if any of them is unable to sign the decision, this shall be stated in the decision.

Article 29

Form and Consideration of Sanctions

(1) Sanctions shall be imposed by way of a decision in the form of:

- a. An ordinary warning
- b. Severe warning
- c. Temporary suspension for a certain period of time
- d. Dismissal from IPSPI membership

(2) With consideration of the severity or lightness of the nature of the violation of the KODEPEKSOS, sanctions may be imposed, with the following details:

- a. Ordinary warning if the nature of the offence is not serious
- b. Severe warning when the nature of the offence is severe or because of repeated violations of the CODE of ETHICS and / or do not heed the warning sanctions that have been given
- c. Temporary dismissal for a certain period of time if the nature of the violation is serious, does not heed and does not respect the provisions of the KODEPEKSOS or if after being sanctioned in the form of a strong warning still repeats the violation.
- d. Dismissal from membership of a professional organisation when a violation of the Social Work Code of Ethics is committed with the intention and purpose of damaging the image and dignity of the honour of the social work profession which must be upheld as a noble and honourable profession.
- e. Temporary suspension for a certain time must be followed by a prohibition to practice the social work profession outside and within service institutions.
- f. Those who are sanctioned with temporary suspension for a certain time and / or dismissal from membership of professional organisations are submitted to the Central Ethics Code Board of Honour to be known and recorded in the list of sanctioned Social Workers.

Article 30

Submission of Decision

No later than 14 (fourteen) days after the decision is pronounced, a copy of the decision of IPSPI in the Region must be submitted to:

- a. Members who are complained / complained about
- b. The complainant

- c. Code of Ethics Board of Honour i Centre
- d. Agencies deemed necessary when the decision has a definite legal force.

Article 31

Appeal by the Central Ethics Code Honour Council

- (1) If the complainant or the complaint is not satisfied with the decision of the Provincial Professional Code of Ethics Board of Honour, he/she has the right to file an appeal against the decision to the Professional Code of Ethics Board of Honour.
- (2) The submission of the appeal petition as well as the Memorandum of Appeal, which is mandatory, must be submitted through PEB within 21 (twenty-one) days from the date the person concerned receives a copy of the decision.
- (3) The Honour Council of the Provincial Code of Ethics after receiving the Appeal Memory concerned as the appellant no later than 14 (fourteen) days from its receipt, send a copy by special express / registered mail to the other party as the appellant.
- (4) The appellant may file a Counter-Memorial of Appeal at the latest within 21 (twenty-one) days from the receipt of the Counter-Memorial of Appeal. (5) If the appellant does not submit a Counter-Memorial of Appeal within the prescribed period, he shall be deemed to have waived his right.
- (6) No later than 14 (fourteen days) after the case file is completed with the necessary materials, the case file is forwarded by PEB to the Central Ethics Code Honour Council.
- (7) The filing of an appeal causes a delay in the implementation of PEB's decision.
- (8) The Professional Code of Ethics Board of Honour shall decide with the composition of a panel consisting of at least 3 (three) members or more but must be an odd number of members, one of whom shall be the Chairman of the Panel.
- (9) The Tribunal may consist of the Ethics Code Board of Honour or be supplemented by Members of the Tribunal, namely persons who practise the profession in the field of social work and have knowledge of and are animated by the Social Work Code of Ethics.
- (10) The Tribunal shall be elected at a meeting of the Code of Ethics Board of Honour specially convened for that purpose, which shall be presided over by the Chairperson of the Central Code of Ethics Board of Honour or in his/her absence by the oldest other member of the board.
- (11) The Code of Ethics Board of Honour shall decide on the basis of the materials in the case file, but if deemed necessary may request additional materials from the parties concerned or summon them directly at their own expense.
- (12) The Code of Ethics Board of Honour may prerogatively accept a request for direct examination of a case forwarded by a Provincial Code of Ethics Board of Honour provided that such a request is accompanied by a letter of consent from both parties for the case to be examined directly by the Central Code of Ethics Board of Honour.
- (13) All provisions applicable to examination at first instance by the Provincial Ethics Code Board of Honour shall, *mutatis mutandis*, apply to examination at appeal by the Central Ethics Code Board of Honour.

Article 32

Decision of the Central Code of Ethics Board of Honour

- (1) The Ethics Board of Honour may affirm, modify, or annul the decision of the Provincial Ethics Board of Honour by its own decision.
- (2) The decision of the Code of Ethics Board of Honour shall have permanent force since it is pronounced in an open session with or without the presence of the parties where the day, date, and time have been notified in advance to the parties concerned.
- (3) The decision of the Code of Ethics Board of Honour is final and binding and cannot be contested in

any forum, including the Congress.

(4) Within no later than 14 (fourteen) days after the decision is pronounced, a copy of the decision of the Code of Ethics Board of Honour must be submitted to:

- a. The member who is complained as both the appellant and the appellant
- b. The complainant as both the appellant and the appellant
- c. Provincial Executive Board
- d. Central Executive Board
- e. Agencies deemed necessary

(5) If a person has been dismissed, then the Ethics Board of Honour or PEB requests the CEB to dismiss the person concerned from membership of the professional organisation.

Article 33

Other Provisions

The Board of Honour of the Central Code of Ethics has the authority to improve matters that have been regulated about the Board of Honour in the Provincial Code of Ethics and / or determine matters that have not been regulated therein with the obligation to report it to the CEB so that it is announced and known by every member.

CHAPTER XII

PROFESSIONAL CODE OF ETHICS & PROFESSIONAL CODE OF ETHICS BOARD OF HONOUR

Article 34

Code of Ethics Board of Honour

This KODEPEKSOS is a regulation on the Professional Code of Ethics and provisions on the Code of Ethics Board of Honour for those who carry out the social work profession, as the only regulation of the Social Work Professional Code of Ethics that is enacted and applicable in Indonesia.

CHAPTER XIII

TRANSITIONAL RULES

Article 35

Transitional Rules

(1) This Professional Code of Ethics created by IPSPI which was ratified and established by the First Congress on 19 August 1998, refined by the Third Congress on 20 February 2010, revised at the Fourth Congress on 4 June 2016 in Yogyakarta and reviewed at the VII Congress - IPSPI on 11 November 2022 which is declared applicable to everyone who carries out the profession of social work in Indonesia without exception.

(2) Every Social Worker must become a member of IPSPI as mentioned in paragraph (1) of this article.

(3) If there are cases of violation of the Professional Code of Ethics that have not been examined and have not been decided or have not been legally binding or in the examination of the appeal level, they will be examined and decided based on this Professional Code of Ethics for Social Work.

(4) Other matters related to technical implementation can be formulated by the CEB-IPSPI and the Code of Ethics Board of Honour.

CHAPTER XIV

CLOSING

Article 36

Enactment

(1) This code of ethics for the social work profession is effective from the date of enactment: VII

Congress of Indonesian Professional Social Workers Independence (IPSPI) Depok, 11 November 2022.
(2) Considering the Articles of Association of IPSPI Chapter IV article 8, Chapter VI article 11 (10); Chapter VIII article 14 (2), Chapter IX article 16 (1) e which mandates a Code of Ethics for the Social Work Profession.

(3) To establish the Indonesian Social Work Professional Code of Ethics, hereinafter referred to as the KODEPEKSOS, the formulation of which is attached to and forms an integral part of this decree, as a guideline for social workers in organising social work practice.

(4) Establish the Honour Council of the Code of Ethics at PEB- IPSPI as a party that is obliged to

(5) Adjust the formulation as necessary, then disseminate, supervise and ensure IPSPI members' compliance with this KODEPEKSOS; and in the event of suspected serious violations, it can take action in accordance with applicable regulations and procedures.

(6) Stipulates that all IPSPI members are obliged to uphold and apply the CODE of Social Work, and that all levels of IPSPI management are obliged to disseminate the CODE of Social Work to all Social Workers in their respective working areas.

Adopted in Depok 11, November 2023

CHAIRPERSONS OF THE SESSION

Chairpersons of Session

(Signed)

Ahmad Zulfa Styabudi, S.Tr.Sos

Chairpersons of Session

(Signed)

Aisyah Arifin, AKS, MBA, Ph.D

Chairpersons of Session

(Signed)

Bayu Risdiyanto, S.Sos