

## The Institute of Telecommunications Professionals (ITP) Membership Rules

By becoming a member of The Institute of Telecommunications Professionals (ITP), members acknowledge and agree to the following:

- Compliance with the ITP Website & Platform Terms and Conditions and Privacy Policy.
- Upon signing in, members should review their privacy settings, where they can choose what information, if any, they would like to share in the member directory. By default, only their name will be visible to other ITP members. However, they can adjust their settings to make their profile fully private. The member directory is accessible exclusively to ITP members.
- Adherence to the ITP Code of Conduct, which sets out professional and ethical expectations.

### Code of Conduct

Members of the ITP are expected to uphold the highest standards of professional and ethical conduct. The following principles apply:

- Integrity: Members must conduct themselves with honest and transparency in all professional dealings.
- Respect: Members must treat others with fairness, courtesy and without discrimination.
- Responsibility: Members should act in the best interest of the profession and the public, avoiding actions that could harm the reputation of the ITP.
- Professional Competence: Members should engage in ongoing professional development to maintain and enhance their knowledge and skills.
- Compliance with Laws and Regulations: Members must abide by all applicable laws and industry regulations.

Failure to comply with these standards may result in disciplinary action, including suspension or termination of membership.

### Membership Categories

The ITP offers various membership categories to accommodate members at different career stages:

- Student/Apprentice – For individuals in education pursuing a career in telecommunications.
- Member – For professionals working in the telecommunications sector.
- Fellow – For senior professionals who have made significant contributions to the industry.
- Retired – For individuals who have exited the industry but wish to stay informed about current trends and developments.

### Membership Terms and Fees

- Membership is valid for 12 months unless otherwise specified.
- By joining The ITP, you agree to pay for 12 months of membership from the date of joining.
- You can cancel your membership at any time, but you are responsible for any outstanding fees due for the remaining term of your membership.
- Membership is on a subscription basis and will automatically renew every year.
- Members will receive a reminder prior to renewal, with instructions on how to cancel if they choose not to renew.

### Cancelling Membership

#### Voluntary Cancellation:

- Members can cancel their membership within 5 days of signing up for a full refund.
- A member may resign at any time but remains responsible for paying any outstanding fees for the annual membership.

### **ITP-Initiated Cancellation:**

Membership can be revoked under the following conditions:

1. Misconduct: If a members behaviour violates the ITP Code of Conduct or is deemed prejudicial to the best interests of the ITP.
  - ▶ The member will be informed of the issues and given 2 weeks to respond.
  - ▶ A formal review will be conducted, and the member will be notified of the final decision.
  - ▶ Members have right to appeal within 2 weeks of notification.
2. Non-Payment:
  - ▶ An email reminder will be sent 1 day after the due date and a second reminder 2 weeks after.
  - ▶ If payment is not received after the second reminder, membership will be cancelled.

### **Continuing Professional Development**

To ensure that members remain current in their professional knowledge and skills, the ITP encourages participation in Continuous Professional Development (CPD). Members are encouraged to:

- ▶ Engage in relevant training and education.
- ▶ Attend industry events, conferences and workshops.
- ▶ Maintain a record of professional development activities.

CPD is not mandatory for all members but is strongly recommended, particularly for those seeking membership upgrades or professional registration.

### **Data Protection and Privacy**

The ITP collects and processes data in accordance with:

- ▶ The ITP Privacy Policy
- ▶ The ITP Data Protection Policy
- ▶ The UK General Data Protection Regulation (GDPR)

Key measures include:

- ▶ A GDPR Breach and Prevention Record and Data Breach Response Plan.
- ▶ The right for members to request access to their data by emailing [DPO@theitp.org](mailto:DPO@theitp.org).
- ▶ Regular reviews of data handling policies to ensure compliance with UK law.

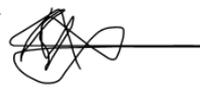
### **Disciplinary Procedures**

If a complaint is made against a member regarding professional misconduct, the following processes will be followed:

1. Investigation: The ITP will review the complaint and gather relevant information.
2. Hearing: If necessary, a formal hearing will be conducted by the Membership Committee.
3. Decision: The member will be informed of the outcome, including any disciplinary actions.
4. Appeal: The member may appeal within 2 weeks of receiving the decision.

### Policy Review

This policy is reviewed annually or as needed in response to legal or organisational changes.

<b>Signed and Approved By</b>	Charlotte Goodwill
<b>Job Title</b>	Chief Executive Officer
<b>Signature</b>	
<b>Date Signed</b>	22/01/2026

### Document Management

**Owners:** Hanna Bland (DPO & Financial Controller)

**Last Review Date:** 22/01/2026

**Next Review Date:** 22/01/2027

### Version Control

Version	Date	Change
Version 01	17/03/2025	New document
Version 02	22/01/2026	Minor changes made to wording and grammar