

## **REGULATION 2 - CODE OF ETHICS**

### **1. GENERAL**

The Institute is committed to the highest standards of professional conduct on the part of its Members, who shall at all times conduct themselves in such a way that the professionalism of the Member and the Institute is upheld.

### **2. COMPETENCE**

- a) Instructions received from the client, or the client's agent, shall be confirmed in writing from the client and/or confirmed back in writing in sufficient detail to avoid any misinterpretation.
- b) Members shall provide the client, or the client's agent, with a Consulting Agreement that includes Specific Terms and Conditions of Contract and specifies the services to be provided by the Member, unless a formal term contract or agreement is in place for the provision of services.

*Note: The Institute has produced a standard template that Members may utilise. Copies of this can be downloaded from the Members section of the website under Consultancy Services Agreement)*

- c) Members' professional services should be relevant, accurate, and address the requirements and needs of the client.
- d) Members shall only undertake work within their area of expertise and competency.

### **3. CONFLICT OF INTEREST**

Members must not involve themselves, or alternatively be prepared to remove themselves, as practitioners, or employees, in any situation having a potential or actual conflict of interest.

### **4. CONDUCT**

No Member shall:

- (a) Accept any secret trade or other discount, commission or allowance in connection with any service for which they are engaged;
- (b) After acceptance of an engagement, terminate the contract without just cause thereby failing to fulfil their professional obligations; or
- (c) Accept engagement as a building surveyor and divulge to another person, firm or company any information of a confidential nature relating to the business activities of the client, without the expressed permission in writing; or
- (d) Conduct themselves in such a manner as to prejudice the profession of building surveying, or the status or reputation of Members of the Institute; or
- (e) Obtain registration by misrepresentation as to their eligibility or qualifications; or
- (f) Be guilty of reprehensible conduct either in the practice of their profession or at a meeting of the Institute; or
- (g) Use any professional designation by description or initials to which they are not entitled; or
- (h) Be entitled to remain a member having been convicted of a serious criminal offence.

## **5. DISCIPLINE**

Any breach of this Code of Ethics shall render the Member committing the breach liable to the disciplinary procedures of the Institute.