



# **Code of Professional Conduct - 1 May 2019**

## **PART A: PREFACE**

### **1. Establishment and Interpretation**

- 1.1 This Code of Professional Conduct is established by the *Board* pursuant to:
- 1.1.1 clause 26.1 of the [AIBS Constitution](#) and clause 1.11 of the [AIBS By-laws](#); and
  - 1.1.2 the *National Accreditation Scheme*.
- 1.2 Where relevant, the definitions adopted in the *AIBS Constitution* and the *National Accreditation Scheme* apply within this Code of Conduct.

### **2. Application and Purpose**

- 2.1 This Code of Professional Conduct:
- 2.1.1 defines and regulates the acceptable standards of conduct and professionalism required of:
    - a) *members*; and
    - b) *accredited persons*; and
  - 2.1.2 applies to all *members* and *accredited persons*.

## **PART B: PROFESSIONAL CONDUCT**

*Members and accredited persons* must, at all times:

### **3. Public interest**

- 3.1 act in a manner that generates public trust and confidence in the building surveying profession;
- 3.2 exercise their accredited functions, statutory duties and discretionary powers in ways that safeguard the public interest;
- 3.3 have regard to the welfare and rights of the public and ensure that these matters are put before commercial interests and responsibilities to clients and employers;

### **4. General conduct**

- 4.1 be polite, courteous and professional in their professional practice;
- 4.2 act honestly, with integrity and without discrimination;
- 4.3 perform their professional duties in a competent, objective and impartial manner;

- 4.4 not provide any false or misleading information or statement (through act or omission) to AIBS or a regulatory body;
- 4.5 not participate in any unlawful, criminal or otherwise illegal activity which could compromise their professional reputation or the reputation of AIBS;
- 4.6 comply with all applicable laws and directions of regulatory authorities as well as directions given by AIBS;

## **5. Relationship with clients**

- 5.1 inform their client of any matters or changes that may affect the rights or authority of the accredited person to carry out their statutory functions;
- 5.2 not provide any false or misleading information or statement (through act or omission) to clients;
- 5.3 ensure that any professional charges accurately and fairly reflect the value of the work performed;
- 5.4 not act, or immediately cease to act where they have an actual or perceived conflict of interest that may impact their ability to discharge their duties as a building surveyor;

## **6. Relationship with the building surveying profession**

- 6.1 inform their employer, AIBS and any relevant regulatory authority of any matters or changes that may affect the rights or authority of the accredited person to carry out their professional duties;
- 6.2 maintain a good knowledge of the legislative framework in which they operate, the regulatory requirements relevant to the functions expected of their accreditation, and the practical application of those requirements;
- 6.3 act within the scope of their *accreditation* and not undertake statutory functions or professional work in which they are not competent;
- 6.4 not engage in any anti-competitive behaviour or provide any false or misleading information or statement (through act or omission) in advertising their professional services;
- 6.5 not commit any act or omission that would bring the profession into disrepute;

**7. Proper exercise of power**

- 7.1 ensure that all decisions and actions are reasonable, fair and appropriate and supported by adequate documentation;
- 7.2 not use their position or power for the purpose of obtaining, either directly or indirectly, any preferential treatment or other improper advantage for themselves or for any other person;
- 7.3 not seek or accept a benefit that is intended to, likely to, or could be perceived by an impartial observer as likely to, cause him or her to act in a biased or unfair manner in carrying out his or her accredited functions or statutory duties;
- 7.4 take all reasonable steps to obtain and take into account all relevant information before undertaking statutory functions;
- 7.5 continually strive to improve technical and professional skills and services to align with current knowledge and processes.

**8. Use of information**

- 8.1 maintain the integrity and security of confidential documents or information in their possession, or for which they are responsible;
- 8.2 not disclose information acquired in the course of their professional work except where consent has been obtained or where there is a legal or professional duty to so disclose;
- 8.3 not reveal or use any confidential facts, data or information obtained in the course of professional practice to derive a personal pecuniary or non-pecuniary benefit without the written permission of all relevant parties or as otherwise required by law;

**PART C: COMPLAINTS**

In accordance with clause 1.11 of the By-Laws and the *National Accreditation Scheme*, complaints alleging breaches of the *Code of Professional Conduct* by members and accredited persons must be made, investigated and determined in accordance with clause 1.12 of the *By-Laws* and the *National Accreditation Scheme*.

**PART D: DOCUMENT CONTROL**

<b>Author/s</b>	Kelley Jones, Lawyers and Brett Mace, CEO
<b>Position/s</b>	
<b>Created</b>	10 April 2019
<b>Revised Date</b>	
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<b>Comments</b>	<p>1-May-2019: New AIBS Code of Professional Conduct implemented.</p> <p>Note: there were 2 Code of Conducts; one for Members, and one for Accredited persons - archived.</p>

<b>Version</b>	<b>Revision Date</b>	<b>Reviser</b>	<b>Revision Description</b>
0.1	10 April 2019 Effective: 01-May-2019	Kelley Jones, Lawyers, CEO & Board of Directors	Original—new implemented policy (refer to note above).
0.2			