

## Code of Professional Conduct of SISV QS Division

### 1. Generally

1.1. All Quantity Surveying (QS) members of the SISV shall be governed by the Constitution and Bye-Laws of the Institute and by the rules of conduct set out in this code.

1.2. This code represents the standard of professional conduct to which QS members of the Institute must adhere. Any QS member whose conduct is contrary to this code shall be liable to reprimand, suspensions or expulsion as provided by the Constitution and Bye-Laws. A case of unprofessional conduct not specifically covered by this Code, will be dealt with by the QS Council having regard to the particular circumstances of that case.

1.3. Any transgression of this code by a partnership or corporation shall be deemed a transgression by the individual member or members of the Institute who are partners or directors in the partnership or corporation. The code shall apply to all members individually and collectively. A member may be liable for any breach of this code their partners, fellow directors, employees or others acting on their behalf, if the breach was committed with that member's concurrence or prior knowledge.

1.4. It is the responsibility of every member to report to the QS Division Secretary any apparent breach of this code for investigation in accordance with the provisions of the Constitution and Bye-Laws.

### 2. Definitions

For the purposes of this code, the following definitions shall apply:

2.1. *Professional Conduct* - the term "professional conduct" shall mean the adherence to a standard of behaviour befitting a professional quantity surveyor and Institute member at all times while engaged in a professional capacity.

2.2. *Professional Misconduct* - the term "professional misconduct" shall mean behaviour which in the opinion of the QS Council of the Institute falls short of or directly contravenes professional conduct.

2.3. *Partnership and Corporation* - the words "partnership" or "corporation" shall mean partnerships or corporations offering quantity surveying services either solely or in combination with other professional services, and having partners or directors who are QS members of the SISV.

2.4. *Client* - the word "client" shall mean an individual who or an organisation which enters into an agreement with a member, partnership or corporation for the provision of professional services on a specific project or projects.

2.5. *Employer* - the word "employer" shall mean an individual who or a partnership or corporation which engages a member as a salaried employee.

### 3. Responsibilities of Members, Partnerships and Corporations

Members, partnerships or corporations shall:

3.1. Provide professional services of a high standard having full regard to the public interest (***Bye-Law 31***)

3.2. Uphold the dignity, standing and reputation of the Institute and the QS profession. Not conduct themselves in a manner which is derogatory to their professional character nor likely to lessen the confidence of the public in the Institute or the profession nor bring them into disrepute. **(Bye-Law 28 & 39.4.1)**

3.3 Discharge their duties to clients or employers with care, efficiency, competence, confidentiality, fidelity and diligence.

3.4. Be honest in their actions and manner, always act with integrity, fairness and impartiality **(Bye-Law 28 & 39.4.1)**

3.5. Not offer or accept any commission which in the opinion of the Institute is an illicit commission. **(Bye-Law 32 & 34.1)**

3.6. Compete fairly with other members, partnerships and corporations by promoting the principle of selection of quantity surveyors by clients upon the basis of merit, and not on the basis of fees alone. **(Bye-Law 34.2)**

*(Note: It shall not be a breach of this Code of Professional Conduct for a member, firm or corporation to submit, in response to an enquiry by a Client or prospective Client, a fee proposal for the provision of professional services, **provided always** that such a fee proposal forms part of a submission outlining technical skills, experience, resources, etc. Nor shall it be a breach of this Code where such a proposal is knowingly submitted in competition with the submissions of other Quantity Surveyors).*

3.7. Inform their clients or employers of the existence or likelihood of any conflict between the interest of themselves, their partnership or corporation or where applicable, any personal conflict of interest related to their association with the partnership or corporation and that of their clients or employers and shall take all steps necessary to resolve such conflicts.

3.8. Maintain, develop and employ appropriate levels of knowledge and skills for the task for which he or she is employed and inform their clients or employers if an assignment requires qualifications and experience outside their field of competence.

3.9. Not falsify or misrepresent their qualifications, experience and prior responsibility.

3.10. Adopt the use of the "The SISV Professional Quantity Surveyors (PQS) Seal – 2014". (Refer to separate Practice Note on use of Seal). **(Bye-Law 8)**

3.11. Undertake a prescribed minimum level of Continuing Professional Development activities, and certify their compliance to the Institute every three years as notified by the Institute. **(Bye-Law 39.4.6, 71,72 &73)**

3.12. Respect the reputations, prospects, skills and practices of others. Neither maliciously nor carelessly do anything to injure, directly or indirectly, the reputation, prospects or business of other members, but shall have the moral obligation to expose illegal or unethical conduct of any such person to the proper authorities.

3.13. On being approached or instructed to proceed with quantity surveying work in respect of which the member has reason to believe services of another member, partnership or corporation have been engaged in respect of similar work by the same client, notify such member, partnership or corporation. **(Bye-Law 35.3)**

3.14. Not supplant or attempt to supplant another member, partnership or corporation who or which has been awarded a commission and whose appointment has not been terminated or discharged **(Bye-Law 35.3)**