

Amended and approved by Council of Management on 3rd March 2011 in accordance with Bye-law 39 (c)

Expressions used in these Rules of Professional Conduct shall have the meanings assigned to them by the Bye-laws and Regulations of the Institution

These Rules of Professional Conduct (“the Rules”) are provided to govern the conduct of all members of the Institution during their professional employment to ensure that they are guided at all times to serve the best interests of the public, the profession and their employer, and maintain high standards of practice and professional conduct.

To that intent:

- 1 A member shall, as far as is reasonable, take all practical steps to ensure that his professional competence is maintained throughout his working life by the knowledge and practice which currently pertains in the science and art of his primary specialism.
- 2 A Corporate Member shall, in accordance with the Bye-laws, provide to the Institution in the form currently prescribed, an account of his continuing professional development (CPD) activities or, if appropriate, his reasons for failing to comply with clause 1.
- 3 A member shall, at all times and however employed, use the appropriate skills and competence relative to his grade of membership as approved by Council of Management.
- 4 A member shall discharge his obligations to all those with whom he has professional relations faithfully and with integrity.
- 5 In promoting himself, a member:
 - 5.1 shall be entitled to use the post nominal letters applicable to his grade of membership as currently approved by Council of Management.;
 - 5.2 shall not improperly canvas or solicit professional employment;
 - 5.3 in seeking a commission, shall do so in a clear and unambiguous manner and shall:
 - 5.3.1 do so in writing;
 - 5.3.2 refrain from making derogatory comparisons with the services available from other practitioners;
 - 5.3.3 not use flamboyant or exaggerating language;
 - 5.3.4 not misrepresent the services which he is able to provide or of which he is able to procure provision;

- 5.3.5 ensure that the services being offered are appropriate to the prospective client's requirement
- 5.4 shall, in his dealings with the public, conduct himself in a professional manner befitting a member of the Institution, and
- 5.6 shall not act in any manner likely to bring the Institution into disrepute.
- 6 In accepting an appointment a member shall ensure that;
 - 6.1 his terms of engagement setting out his obligations and entitlements have been established in writing and accepted, and
 - 6.2 his client is informed in writing of any limitations in the area of remit given to the member so there can be no dispute as to the extent of the services to be provided.
- 7 A member shall not:
 - 7.1 maliciously or recklessly injure or attempt to injure, whether directly or indirectly, the professional reputation, prospects or business of another practitioner, or
 - 7.2 make or subscribe to any statement or reports, which are contrary to his bona fide professional opinions.
- 8 A member shall:
 - 8.1 ensure that he, and all persons for whom he is responsible, observe safe working practices at their place of work whether on or off site, or in temporary or permanent office accommodation, and
 - 8.2 by their actions avoid causing unnecessary damage or harm to the environment and, where possible, make a positive contribution towards the delivery of sustainable development.
- 9 A member who practices in any country outside of the United Kingdom shall order his conduct according to these Rules, so far as they are applicable, but where there are local regulations and recognised standards of professional conduct he shall adhere to them bearing in mind the high standards which the Institution demands of its members.
- 10 A member convicted of a criminal offence, which in the opinion of Council of Management renders him unfit to be a member, shall be deemed to be guilty of improper conduct.