

Rules of Professional Conduct of the Chartered Institution of Civil Engineering Surveyors

Amended and approved by Council of Management on 6 December 2018 in accordance with Bye-law 39 (c).

Expressions used in these Rules of Professional Conduct ("the Rules") shall have the meanings assigned to them by the Bye-laws and Regulations of the Chartered Institution of Civil Engineering Surveyors ("the Institution").

1. These Rules are provided to govern the conduct of all members of the Institution to ensure that they are guided at all times to serve the best interests of the public, the profession and their clients and maintain high standards of practice and professional conduct.
2. To that intent a member shall:
 - 2.1. at all times, act with integrity, care and diligence and with due regard to the high professional standards required of, and befitting, a member of the Institution;
 - 2.2. only undertake work that they are competent to do;
 - 2.3. take all practical steps to ensure that their professional competence is maintained throughout their working life by the knowledge and practice which currently pertains in the science and art of their primary specialism;
 - 2.4. in accordance with the Bye-laws, provide to the Institution in the form currently prescribed, an account of their continuing professional development activities or their reasons for failing to comply with this requirement;
 - 2.5. whenever appropriate, encourage others to continue their learning and to undertake continuing professional development activities;
 - 2.6. be entitled to use the post nominal letters applicable to their grade of membership as currently approved by Council of Management;
 - 2.7. avoid causing unnecessary damage or harm to the environment and, where possible, make a positive contribution towards the delivery of sustainable development;
 - 2.8. ensure that they, and all persons for whom they are responsible, observe safe and secure working practices at their place of work, whether on or off site, so as to prevent avoidable danger to health and safety, and adhere to the Institution's guidance on security awareness;
 - 2.9. avoid, where possible, real or perceived conflicts of interest, and advise any affected parties when such conflicts arise;

- 2.10. in seeking a commission, do so in a clear and unambiguous manner and shall:
 - 2.10.1. ensure that the services being offered are appropriate to the prospective client's requirement;
 - 2.10.2. do so in writing unless circumstances make this inappropriate or impossible so to do;
 - 2.10.3. refrain from making derogatory comparisons with the services available from other practitioners;
 - 2.11. in accepting an appointment, ensure that:
 - 2.11.1. the terms of engagement setting out their obligations and entitlements have been established in writing and accepted;
 - 2.11.2. the 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;
 - 2.11.3. they accept appropriate responsibility for all work carried out by them and by others working under their supervision;
 - 2.11.4. they observe the proper duties of confidentiality to appropriate parties;
 - 2.12. at all times reject, and encourage others to reject, all forms of bribery and corruption;
 - 2.13. assess and manage perceived risks and inform others as appropriate;
 - 2.14. hold professional indemnity insurance if so required by the contract to cover the assessed level of liability;
 - 2.15. notify the Institution of any significant violation of the Institution's Rules of Professional Conduct by another member;
 - 2.16. adhere to the guidance in the Institution's Whistleblowing Policy.
3. A member shall not:
- 3.1. improperly canvas or solicit professional employment;
 - 3.2. misrepresent the services which they are able to provide or for which they are able to procure provision;
 - 3.3. maliciously or recklessly injure or attempt to injure, whether directly or indirectly, the professional reputation, prospects or business of another practitioner;
 - 3.4. use provocative, flamboyant or exaggerated language, nor be abusive, on websites, social media, texts, emails or any other mode of communication;
 - 3.5. make or subscribe to any statements or reports which are contrary to their bona fide professional opinions;

- 3.6. act in any manner likely to bring either themselves or the Institution into disrepute.
4. A member who practises in any country outside of the United Kingdom shall order their conduct according to these Rules, so far as they are applicable, but where there are local regulations and recognised standards of professional conduct they shall adhere to them bearing in mind the high standards the Institution demands of its members.
5. A member convicted of a criminal offence, becoming bankrupt or disqualified as company director shall notify the Institution accordingly. If, in the opinion of Council of Management, the offence is of such a nature as to render them unfit to be a member, they shall be deemed to be guilty of improper conduct and not therefore eligible for continuing membership.
6. A member should notify the Institution if they have had membership of another professional body terminated as the result of a disciplinary procedure.

Should members have any concerns about the interpretation of these rules, they are advised to contact the Chief Executive Officer.