



# British Institute of Architectural Technologists

## Code of Conduct

This Code is published under Article 21 of the Articles of Association approved by the Institute most recently at the Annual General Meeting held on 20 November 1993 and amended on 24 November 2001.

This Code was approved at the Annual General Meeting held on 18 November 1995 and became effective on 1 May 1996 and subsequently amended at the Annual General Meetings held on 15 November 1997, 20 November 1999, 24 November 2001 and 23 November 2002. This edition of the Code became effective on 1 March 2003.

**Introductory Note** (*The Introductory Note does not constitute part of the Code*).

In this Code the words standing in the first column of the following table shall bear the meaning set opposite to them respectively in the second column if not inconsistent with the subject or context:

<b>WORDS:</b>	<b>MEANINGS:</b>
“Institute”	The British Institute of Architectural Technologists.
“Executive Board”	The Board of non-executive directors of the Institute.
“Council”	The electoral college and strategic forum of the Institute.
“Conduct Committee”	The Committee is established to consider any charges against a member arising out of the Code of Conduct or any complaint against a member who has deemed to have conducted himself in a manner inconsistent with the status of a member of the Institute.
“Appeals Procedure”	An independent tribunal to consider appeals against decision by the Conduct Committee following a hearing where a charge has been proven.
“In writing”	Written, printed or lithographed or partly one or partly another or produced by any other modes of representing or reproducing words in a visible form.
"members"	printed entirely in lower case type means a full Member, Associate, Technician, Profile member, or Student, or all classes.
"Members"	commencing with the letter "M" in upper case type, means full Members of the Institute.
a “client”	shall be any person or body who commissions a service or services from a member.

Words importing the singular number only shall include the plural number and vice versa.

Words importing the masculine gender only shall include the feminine gender.

Words importing persons shall include corporations.

The object of this Code of Conduct is to promote the standard of conduct, or self-discipline, required of members of the Institute in the interest of the public. It aims to ensure:

- (a) that all members conduct themselves in a manner consistent with that of a professional person;
- (b) that one member does not gain an unfair advantage over another;
- (c) that members do not misrepresent themselves;
- (d) that the public may rely upon the Institute's members for their integrity and professionalism.

The Institute will not normally use its disciplinary procedures to determine allegations of incompetence or negligence, except where these relate to the procedural and administrative aspects of professional work.

All classes of members of the Institute are governed by the Articles of the Association of the Institute, and such regulations as may be in force at any time.

All members must adhere to the Code of Conduct at all times and must endeavour to secure the widest possible acceptance of the Code by all member classes of the Institute. When it is alleged that a member of the Institute from any class of membership has acted in breach of the Code, the Executive Board shall refer the case for full investigation to the Conduct Committee who shall inform the member of the right to explain the circumstances. If the Conduct Committee considers that there is a case to answer, it shall report its findings to the Executive Board. The Executive Board shall be invited to endorse the decision of the Conduct Committee. The member or complainant will be provided with the right of appeal via an independent tribunal, except when the Conduct Committee has determined that there is no case to answer.

For the purposes of this Code, the Institute may hold a member acting through a body corporate of which he is a director, responsible for the acts of that body and such a member shall so conduct the business of that body to comply with the Code of Conduct.

#### **End of Introductory Note.**

## **The Code**

#### **Clause 1:**

The members shall, whilst fulfilling their professional responsibilities, act faithfully and honourably in their business dealings.

#### **Clause 2:**

The members shall not knowingly misrepresent the views of the Institute.

#### **Clause 3:**

The members shall at all times act with integrity so as to uphold the standing and reputation of the Institute. In particular:

- a) only Members of the Institute shall hold themselves out to be qualified architectural technologists or other qualified titles in accordance with clause 6;
- b) only Members have the right to practise as sole practitioners, partners or directors and advertise their membership of the Institute as a professional qualification in their business dealings;
- c) Profile members have the right to practise as sole practitioners, partners or directors but shall not advertise their membership of the Institute as a professional qualification in their business dealings. However, if they hold a qualification of another professional body, they may make reference to that qualification in accordance with the regulations of that body.

#### **Clause 4:**

The members shall rely solely on merit to secure commissions and appointments. In particular, they shall not seek directly or indirectly to injure the professional reputation of another for any reason.

**Clause 5:**

The Members shall ensure that they avoid conflicts of interest. In particular:

- a) members in private practice shall take reasonable precautions to ensure that no conflict of duty arises between the interests of their clients and themselves;
- b) employed members shall disclose to their employer any significant interest in another company, firm or person carrying on any business which is connected with their employment.

Any members so involved in a conflict of interest shall report in writing to the party or parties concerned at the earliest opportunity.

**Clause 6.1:**

The Members shall describe themselves only as architectural technologists unless:

- a) the Executive Board approves either generally or specifically the use of any other description.
- b) the Members possess other approved qualifications which allow the use of any other description.

**Clause 6.2:**

Technician members awarded the suffix TBIAT shall describe themselves only as architectural technicians unless:

- a) the Executive Board approves either generally or specifically the use of any other description.
- b) the Technician members possess other approved qualifications which allow the use of any other description.

**Clause 7:**

The Members in private practice as sole practitioners, partners or directors shall obtain formal registration by complying with the Institute's requirements.

**Clause 8:**

- a) The members who provide services directly to a client shall obtain and maintain adequate professional indemnity insurance.
- b) Those members who are directors of companies which provide services directly to a client shall ensure that adequate professional indemnity insurance is obtained and maintained on behalf of that company.
- c) The members referred to under clause 8a) above who cease to provide services directly to a client, must ensure that adequate 'run-off' professional indemnity insurance is in place to cover a sufficient period from the time they cease to provide such services.

**Clause 9:**

The members who knowingly lack adequate resources to meet their obligations shall either decline to provide a service to their clients or employers or, if relevant, secure assistance from an appropriately qualified professional.

**Clause 10:**

The Members and Profile members in providing a professional service shall:

- a) on accepting instructions from clients, endeavour to ensure that services offered are appropriate to the clients' requirements;
- b) before commencing work on any commission, endeavour to ensure that their terms of engagement have been given in writing to the client and shall satisfy themselves that those terms have been accepted;
- c) indicate that the clients' existing professional advisors (if any) should be consulted to ensure that all responsibilities to those persons have been appropriately discharged;
- d) not make derogatory comparisons with the services available from other practitioners;
- e) not misrepresent the services available from their own practice.

**Clause 11:**

The Members in private practice as sole practitioners, partners or directors, shall be entitled to use the Institute badge currently determined by the Executive Board which shall be issued under licence.

**Clause 12:**

The members may advertise or offer their professional services to any person or body corporate in the following ways:

- a) members may apply to prospective employers for salaried appointments;
- b) members may advertise professional appointments open or wanted;
- c) i) the Members or Profile members may advertise and may commission, prepare and circulate to clients and potential clients, to media, to public authorities and to allied professional persons, practice promotional literature, practice information material, press releases and audio-visual presentations that are factual and in good faith;  
ii) Associate, Technician, or Student members may advertise their services in the professional services columns of publications with the sole view to work-sharing with other technologist members and with other professional persons in the construction industry provided that such information is factual and in good faith;
- d) the Members in private practice may display the Institute's standard site signboard and, if those Members hold membership of another professional institution or are in partnership with a corporate member of another professional institution, use may be made of that institution's site signboard subject to its requirements.

**Clause 13:**

The members (excluding Student members) shall keep themselves informed of current practices and developments appropriate to the type and level of their responsibilities. They shall be able to provide evidence that they have complied with the current guidelines for continuing professional development (CPD) as implemented by the Institute.

**Clause 14:**

The members shall report to the Institute any alleged breaches of this Code by themselves of which they become aware. The members who are the subject of an investigation by the Institute shall use their best endeavours to assist in that investigation of the alleged breach.

**Clause 15:**

Immediately upon ceasing to be members of the Institute, members shall return their certificates of membership to the Institute and they shall take all reasonable steps to avoid third parties describing them as remaining members.

**END**

**Approved on 23 November 2002**  
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