

Architectural Technologists' Register Code of Conduct

The object of this Code of Conduct is to set out the standard of conduct or self-discipline required of Registrants of the Architectural Technologists' Register in the interest of the public. It aims to ensure that:

- (a) all Registrants conduct themselves in a professional manner;
- (b) one Registrant does not gain an unfair advantage over another;
- (c) Registrants do not misrepresent themselves or the discipline of Architectural Technology;
- (d) the public may rely upon the Registrants for their integrity and professionalism.

All Registrants must always adhere to the Code of Conduct. When it is alleged that a Registrant of the Architectural Technologists' Register has acted in breach of the Code, the case shall be referred for full investigation to the Architectural Technologists' Register Professional Conduct Committee, elected by the Architectural Technologists' Registration Authority. The Professional Conduct Committee shall inform the Registrant of their right to respond and explain the circumstances. Where there is a case to answer as determined by the Professional Conduct Committee, it shall investigate the allegations and deal with them in accordance with its rules which include the Registrant's right to request an appeal via the Appeals Board.

The Code

In this Code the words 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:

WORDS

"Registration Authority"

"Professional Conduct Committee"

"Appeals Procedure"

"In writing"

"Registrant"

"Client"

"Statutory Insurances"

MEANINGS

The body administering and managing the Architectural Technologists' Register.

The Committee is established to consider any alleged breaches against a Registrant arising out of the Code of Conduct or any complaint against a Registrant who has deemed to have conducted themselves in a manner inconsistent with that of a professional person.

An independent tribunal to consider appeals against a decision by the Conduct Committee following a hearing where a charge has been proven.

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.

Individual on the Architectural Technologists' Register.

A client shall be any person or body who commissions a service or services from a Registrant.

Insurance in compliance with those Regulations which are in force at the time in order to protect the individual and their client/s.

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

Clause 1

The Registrant shall at all times:

- a) act with integrity;
- b) act faithfully and honourably in their professional responsibilities;
- c) have regard to the public interest and to the interests of all affected by their activities;
- d) rely only on merit or fair competition to secure commissions and appointments;
- e) not seek directly or indirectly to injure the professional reputation of another;
- f) not knowingly misrepresent their qualification;
- g) describe themselves factually and/or in good faith.

Clause 2

- a) Registrants shall take reasonable precautions to ensure that no conflict of interest arises between their clients and themselves.
- b) Employed Registrants shall take reasonable precautions to disclose to their employer any conflict of interest which arises between themselves and their employer.
- c) Any Registrants perceiving a potential conflict of interest shall report that conflict in writing to their clients or employer at the earliest opportunity.

Clause 3

- a) Registrants shall be covered by and maintain adequate professional indemnity insurance and any other appropriate statutory insurances, when providing services directly to a client, whether it be as an employee or in business on their own or with others. This information will be made available for inspection by the Registration Authority if requested.
- b) Those Registrants who have ceased to provide services directly to clients shall take all reasonable steps to ensure that their duties and liabilities are covered and discharged appropriately.

Clause 4

The Registrants in providing a professional service shall:

- a) exercise due skill, care, diligence and judgement;
- b) on accepting instructions from clients, endeavour to ensure that services offered are appropriate to the clients' requirements;
- c) 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;
- d) endeavour to ensure that the clients' existing professional advisors (if any) have been consulted and that all responsibilities to those persons have been appropriately discharged;
- e) not misrepresent the services available;
- f) decline to provide a service to their client/s if they knowingly lack adequate resources or, if appropriate, advise or recommend the necessity of additional specialist skills from suitably qualified professionals;
- g) undertake only those tasks for which they have appropriate resources, expertise and experience;
- h) represent themselves within the limits of their expertise or experience;
- i) maintain proper records observing legislation pertaining to data protection and client accounts;
- j) observe and comply with legislation in place appropriate to the services that they are providing.

Clause 5

The Registrants shall:

- a) have an ongoing duty to keep themselves informed of current practices and developments appropriate to the type and level of their responsibilities and be able to provide details if requested.

Clause 6

The Registrants shall:

- a) report to the Registration Authority any alleged breaches of this Code by themselves of which they become aware;
- b) not at any time seek to dissuade, penalise or in any way discourage any person from bringing a complaint against a Registrant; and
- c) use their best endeavours to assist in any investigations of alleged breaches of this Code at their own cost.

Clause 7

Immediately upon ceasing to be listed on the Register, the Registrant shall:

- a) cease referring to themselves as being on the Architectural Technologist's Register;
- b) either return or destroy their registration certificate/s; and
- c) take all reasonable steps to prevent third parties describing them as a Registrant.

May 2023 END