

**INSTITUTE OF QUANTITY SURVEYORS SRI LANKA
(INCORPORATED BY ACT, No. 20 OF 2007)**

CODE OF PROFESSIONAL CONDUCT AND ETHICS

1.0. General

This code represents the standard of professional conduct to which the Members of the Institute must adhere. Any Member whose conduct is contrary to this code shall be liable to reprimand, suspension or expulsion as provided by the Rules of the Institute.

Any transgression of this code by a partnership or company or firm shall be deemed a transgression by the individual member of the Institute who are partners or directors in the partnership or company or firm.

It is the responsibility of every Member to report to the Hony. Secretary any apparent breach of this code for necessary action in accordance with the provision of the Rules of the Institute.

2.0. 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 quantity surveyor 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 Council of the Institute falls short of or directly contravenes professional conduct.
- 2.3. *Partnership and company or firm* – the words “partnership” or “company or firm” shall mean partnerships or companies or firms offering quantity surveying services either solely or in combination with other professional services, and having partners or directors who are the Members of the Institute.
- 2.4. *Client* – the word “Client” shall mean an individual who or an organization, which enters into an agreement with a partnership or company or firm having Partners or Directors who are the Members of the Institute 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 company or firm which engages a Member as a salaried employee.

CODE OF PROFESSIONAL CONDUCT AND ETHICS - PRINCIPLES

Being rules governing Professional Conduct and Ethics for Quantity Surveyors who are the Members of the Institute.

<i>Principle</i>	<i>1</i> Quantity Surveyors shall always act so as to uphold and enhance the honour, integrity and dignity of the profession while safeguarding public interest at all times and wholeheartedly admit that the Institute of Quantity Surveyors Sri Lanka is the sole Sri Lankan professional body representing the quantity surveying profession in Sri Lanka and shall not indulge in any act that would impair or harm the honour, integrity and the dignity of the profession or of the Institute.
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<i>Principle</i>	2	Quantity Surveyors shall perform work only in their areas of competence.
<i>Principle</i>	3	Quantity Surveyors shall build their professional reputation on merit and shall not compete unfairly.
<i>Principle</i>	4	Quantity Surveyors shall apply their skill and knowledge in the interest of their Employer or Client for whom they shall act, in professional matters, as faithful agents or trustees so far as they do not conflict with the general public interest.
<i>Principle</i>	5	Quantity Surveyors shall give evidence, express opinions or make statements in an objective and truthful manner and on the basis of adequate knowledge.
<i>Principle</i>	6	Quantity Surveyors shall continue their professional development throughout their careers and shall actively assist and encourage persons who are engaged in Quantity Surveying Work under their direction to advance the knowledge and experience.

INTERPRETATIONS

Following explains or interprets the principles in detail to guide on the way in which the Code of Professional Conduct and Ethics applies in particular situation and as to the Institute attitude to their implementation.

PRINCIPLE 1

Quantity Surveyors shall always act so as to uphold and enhance the honour, integrity and dignity of the profession while safeguarding public interest at all times and wholeheartedly admit that the Institute of Quantity Surveyors Sri Lanka is the sole Sri Lankan professional body representing the quantity surveying profession in Sri Lanka.

The principle here is that the profession should endeavour by its behaviour to merit the highest esteem of the community. It follows therefore that the Members —

- (a) shall always act to protect and safeguard the honour, integrity and dignity of the profession and or of the Institute.
- (b) shall not involve themselves with any business or professional practice to be of a fraudulent or dishonest nature;
- (c) shall not associate with other persons, corporations or partnerships to conceal unethical acts;
- (d) shall not continue in partnership with, or act in professional matters with, any Member of the Institute who has been removed from membership of the institute because of unprofessional conduct.

PRINCIPLE 2

Quantity Surveyors shall perform work only in their areas of competence.

To this end the Institute has determined that —

- (a) the Members shall inform their Employers or Clients and make appropriate recommendations on obtaining further advice, if an assignment requires qualifications and experience outside their fields of competence; and

- (b) in the practice of Quantity Surveyors, the Members shall not describe themselves, nor permit themselves to be described, nor act as **Chartered Quantity Surveyors** unless they are Corporate members, occupying a position of professional independence, are prepared to supervise quantity surveying work or act as unbiased and independent advisers on quantity surveying matters, and conduct their practice in strict compliance with the Rules of the Institute.

PRINCIPLE 3

Quantity Surveyors shall build their professional reputation on merit and shall not compete unfairly.

The principle here is that Quantity Surveyors shall not act improperly in a professional sense to gain a benefit. It follows that the Members —

- (a) shall only approach prospective Clients or Employers with due regard to their professional independence and to this Code of Professional Conduct and Ethics;
- (b) shall neither pay nor offer directly or indirectly inducements to secure work;
- (c) shall promote the principle of selection of consulting quantity surveyors by Clients upon the basis of merit, and shall not compete with other consulting quantity surveyors on the basis of fees alone. It shall not be a breach of the Code of Professional Conduct and Ethics for Members, upon an inquiry made in that behalf by a Client or prospective Client, to provide information as to the basis upon which they usually charge fees for particular types of work. Also it shall not be a breach of the Code of Professional Conduct and Ethics for Members to submit a proposal for the carrying out of work which proposal includes, in addition to a technical proposal and indication of the resources which the Members can provide, information as to the basis upon which fees will be charged or as to the amount of the fees for the work which is proposed to be done. In this respect it is immaterial whether or not the Members are aware that other Members may have been requested to submit proposals, including fee proposals, for the same work;
- (d) shall promote the principle of engagement of Quantity Surveyors upon the basis of merit. They shall uphold the principle of adequate and appropriate remuneration for professional quantity surveying staff and shall give due consideration to terms of employment stipulated by the Institute. The Members shall not compete with another by means of a reduction of fees or by other inducements.
- (e) Shall not attempt to supplant another Member, employed or consulting, who has been appointed. The Members shall not approach the Client of another practitioner known to be acting for such Client without first receiving the sanction of such practitioner, nor shall he/she in anyway attempt to deprive such practitioner of any emoluments in respect of work for which he may already be retained, employed or engaged by such Client.
- (f) In the practice of consulting quantity surveying, shall not undertake professional work on a basis which involves speculative fee or remuneration which is conditional on implementation of the work. This does not preclude competitions conducted within Sri Lanka provided that such competitions are conducted in accordance with conditions approved by the Institute;
- (g) Shall neither falsify nor misrepresent their own, or their associates' qualifications, experience and prior responsibility;
- (h) Shall neither maliciously nor carelessly do anything to injure, directly or indirectly, the reputation, prospects or business of others;

- (i) Shall not use the advantage of a privileged position to compete unfairly with other Members;
- (j) Shall exercise due restraint in explaining their own work and shall refrain from unfair criticism of the work of other Members;
- (k) Shall give proper credit for professional work to those to whom credit is due and acknowledge the contribution of subordinates and others;
- (l) may properly use circumspect advertising (which includes direct approaches to prospective Clients by any means) to announce their practice and availability. The medium or other form of communication used and the content of the announcement shall be dignified, becoming to a professional quantity surveyor and free from any matter that could bring disrepute to the profession. Information given must be truthful, factual and free from ostentatious or laudatory expressions or implications.

PRINCIPLE 4

Quantity Surveyors shall apply their skill and knowledge in the interest of their Employer or Client for whom they shall act, in professional matters, as faithful agents or trustees so far as they do not conflict with the general public interest.

It follows that the Members —

- (a) shall at all times avoid all known or potential conflicts of interest. They should keep their Employers or Clients fully informed on all matters, including financial interests, which could lead to such a conflict, in no circumstances should they participate in any decision which could involve them in conflict of interest;
- (b) shall, when acting as administrator of a contract, be impartial as between the parties in the interpretation of the contract. This requirement of impartiality shall not diminish the duty of Quantity Surveyors to apply their skill and knowledge in the interests of their Employers or Clients;
- (c) shall not accept compensation, financial or otherwise, from more than one party for services on the same project, unless the circumstances are fully disclosed to, and agreed to, by all interested parties;
- (d) shall neither solicit nor accept gratuities, directly or indirectly, from other parties dealing with their Clients or Employers in connection with work for which they are responsible;
- (e) shall advise their Clients or Employers when as a result of their studies they believe that a project will not be a viable;
- (f) shall neither disclose nor use confidential information gained in the course of their employment without express permission.

PRINCIPLE 5

Quantity Surveyors shall give evidence, express opinions or make statements in an objective and truthful manner and on the basis of adequate knowledge.

It follows that:

- (a) The Members' professional reports, statements or testimony before any tribunal shall be objective and accurate. They shall express an opinion only on the basis of adequate knowledge and technical competence in the area, but this shall not preclude a considered speculation based intuitively on experience and wide relevant knowledge;
- (b) The Members' shall reveal the existence of any interest, pecuniary or otherwise, that could be taken to affect their judgement in a technical matter about which they are making a statement or giving evidence.

PRINCIPLE 6

Quantity Surveyors shall continue their professional development throughout their careers and shall actively assist and encourage the person who are engaged in the Quantity Surveying Work under their direction to advance the knowledge and experience.

The principle here is that Quantity Surveyors shall strive to widen their knowledge and improve their skill in order to achieve a continuing improvement of the profession. It follows therefore that the Members:

- (a) shall encourage their professional employees and subordinates to further their education; and

shall take a positive interest in, and encourage their fellow members actively to support the Institute and other affiliated organizations which further the general interest of profession.