

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

CODE OF PROFESSIONAL CONDUCT AND ETHICS (Revised 2022)

1.0. General

This code represents the standard of professional conduct to which the Members of the Institute must adhere.

All Members shall admit that the Institute of Quantity Surveyors Sri Lanka is the sole Sri Lankan professional body representing the Quantity Surveying profession in Sri Lanka.

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.

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 shall not indulge in any act that would impair or harm the honour, integrity and-dignity of the profession or of the Institute.

Principle 2

Quantity Surveyors shall perform work only in their areas of competence and shall discharge their professional duties efficiently, non-discriminately and sustainably.

Principle 3

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

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 and devoid of any, including potential, conflicts of interest.

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.

Principle 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.

EXPLANATIONS

Following explains the said principles in further detail as a guide to the Code of Professional Conduct and Ethics in reference to particular situations but shall not be considered as exhaustive.

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 and shall not indulge in any act that would impair or harm the honour, integrity and dignity of the profession or of the Institute.

The principle here is that the Quantity Surveyors, shall by their behaviour, merit the highest esteem of the society. It follows therefore that the Members shall —

- (a) always act to protect and safeguard honour, integrity and dignity of the profession and or of the Institute.
- (b) be of good fame and character.
- (c) not involve themselves with any business or professional practice of a fraudulent or dishonest nature;
- (d) not conceal unethical acts of oneself or any other Quantity Surveyor, either directly or otherwise;
- (e) 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 due to Professional Misconduct.
- (f) not campaign for, promote or endorse any person, service or product in their professional capacity;
- (g) inform the Institute voluntarily, of any criminal conviction or other matter that may render such Member to be professionally incapacitated or being insolvent.

PRINCIPLE 2

Quantity Surveyors shall perform work only in their areas of competence and shall discharge their professional duties efficiently, non-discriminately and sustainably.

To this end it is anticipated 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;
- (b) Members shall meet the standards of professional competence for such members' grades of memberships as defined by the Institute.
- (c) Members shall always attempt to enhance and promote concepts of sustainability in all their professional tasks and endeavours.
- (d) Members shall never discriminate in any manner against anyone for whatever reason.

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 including reduction of fees below minimum standards that may be stipulated by the Institute;
- (c) shall promote engagement or selection of Quantity Surveyors upon the basis of merit, and shall not compete with other Quantity Surveyors on the basis of fees alone. It shall not be a breach of this 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 to submit a proposal for work.
- (d) shall act with openness and transparency in disseminating information on fees to facilitate informed decisions by Clients.
- (e) shall uphold the principle of adequate and appropriate remuneration for Quantity Surveying staff.
- (f) Shall not attempt to supplant another Member, employed or consulting, who has been appointed. The Members shall not take over work of another practitioner either in part or whole without first receiving the sanction of such practitioner, nor shall in anyway attempt to deprive such practitioner of any emoluments reasonably due in respect of such work for which he may already be retained, employed or engaged by such Client.
- (g) shall not undertake professional work on a basis which involves fee or remuneration which is conditional on implementation or outcome of the professional work done. This excludes competitions provided that such competitions are conducted in professionally appropriate manner.
- (h) Shall neither falsify nor misrepresent their own, or their associates' qualifications, experience or prior responsibility.
- (i) Shall neither maliciously nor carelessly do anything to injure, directly or indirectly, the reputation, prospects or business of others and shall not make statements unfair by other Quantity Surveyors.
- (j) Shall not use the advantage of a privileged position to compete unfairly with other Quantity Surveyors and shall not take advantage of a client, colleague, third party or anyone to whom a duty of care is owed.
- (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 and devoid of any, including potential, conflicts of interest.

It follows that the Members —

(a) shall at all times avoid all known or potential conflicts of interests where their capacity to exercise independent professional judgement or their integrity may be adversely affected. They shall keep their Employers or Clients fully informed of all matters-which may lead to such a conflict of interests.

(b) 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;

(c) 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;

(d) shall advise their Clients or Employers when as a result of their studies they believe that a project will not be a viable;

(e) shall not disclose or make unauthorized use of confidential information acquired in the course of professional work without prior written consent of relevant source of such information.

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.

(c) Quantity Surveyors shall not allow bias or undue influence of others to override their independent professional judgement, opinion and obligations.

(d) Members shall, in their practise and discharge of duties as Quantity Surveyors be professionally independent in exercising independent professional judgement without bias and conducting themselves in strict compliance with the Rules and By-Laws of the Institute.

(e) shall always be impartial in discharge of their professional duties. This requirement of impartiality shall not diminish the duty to apply skill and knowledge in the interests of their Employers or Clients;

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.

(b) shall provide reasonable and appropriate supervision or direction to Quantity Surveyors working under them.