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NEW ZEALAND INSTITUTE
OF QUANTITY SURVEYORS

**CODE OF PRACTICE AND
PROFESSIONAL CONDUCT**

2005 Edition

(Approved at AGM 23 June 2005)

**NEW ZEALAND INSTITUTE OF QUANTITY SURVEYORS
(INCORPORATED)**

CODE OF PRACTICE AND PROFESSIONAL CONDUCT

INTRODUCTION

1. All members of the Institute of Quantity Surveyors (Inc) are governed by the Constitution and Rules and By-laws of the Institute and by the rules of conduct set out in this code.
2. The following terms throughout have the following meanings;
 - a. 'member' means a member of the New Zealand Institute of Quantity Surveyors Incorporated;
 - b. 'Institute' mean the New Zealand Institute of Quantity Surveyors Incorporated;
3. The following Code indicates the general standard of conduct to which all members of the Institute must adhere, failing which, the member may be disciplined as provided in the Constitution and Rules. A case of unprofessional conduct not specifically covered by this Code, will be dealt with by the Council having regard to the particular circumstances of that case.
4. The following Code shall apply to all members individually and collectively. A member may be liable for any breach of this Code by their partners, fellow directors, employees or others acting on their behalf, if the breach was committed with that member's concurrence or prior knowledge.

GENERAL CONDUCT

5. A member shall at all times;
 - a. be honest in actions and manner
 - b. carry out their work with the high standards to be expected of a professional and always act with integrity
 - c. treat others fairly, tolerantly and with respect
 - d. set a good example and uphold and improve the dignity, standing and reputation of themselves, the quantity surveying profession and the Institute
 - e. comply with any extant standard, policy or order published by the Institute.
6. No member shall, either directly or indirectly, take any action to injure maliciously, falsely or unjustly the professional or personal reputation of another member, other quantity surveyor or allied professional person but shall have the moral obligation to expose illegal or unethical conduct of any such person to the proper authorities.

7. No member shall misrepresent their professional qualifications.
8. No member shall comment on the work done, or fees charged by another member unless, in the course of their professional duties, they are required to review the work of that other member. At such times, the member shall use their best endeavours to inform the other member, to obtain all the facts and to present their findings fairly, impartially and without bias or recrimination and, as may be compatible with their terms of reference or their duty to their employer.
9. Members shall give advice, which is fully in accordance with normal professional standards.

CONFLICT OF INTEREST

10. No member shall:
 - (a) hold, assume or consciously accept a position in which their interest would be in conflict with their professional duties;
 - (b) act, whether for remuneration or other consideration, for more than one party in respect of any particular work without the specific consent of all the parties concerned;
 - (c) act in conflicting positions on the same works;
 - (d) price any part of a Schedule of Quantities prepared in their office or at place of employment except on behalf of the client commissioning the original work, unless by client's consent;
 - (e) undertake the pricing of any Schedule of Quantities prepared by another firm for the same works, for more than one client.
11. Members shall not have any significant financial interest, undisclosed to their client, in any organisation with which they may have occasion to deal on behalf of their client.
12. A member shall disclose to an employer and/or client any conflict or potential conflict of interest.

PARTNERS AND DIRECTORS OF QUANTITY SURVEYING FIRMS OR COMPANIES AND MULTI-DISCIPLINED FIRMS OR COMPANIES

13. A member shall not be a shareholder or director of a corporation or limited liability company, or partner of a partnership, carrying on the business of Quantity Surveying which does not comply with the Schedule of Requirements (as prescribed by Council) or which does not comply with the requirements or incorporation approved by another professional group or body approved by and whose requirements of incorporation are acceptable to the Council.

14. Members who carry on their practices as a shareholder or director of a limited liability company shall ensure that the company does not engage in any activity or be guilty of any conduct contrary to this Code, which, if done by the member, would have been contrary to this Code or inconsistent with their responsibility as a Quantity Surveyor.

FALSE STATEMENTS

15. No member shall knowingly prepare or certify any statement which is false, incorrect, misleading or open to misconstruction by reason of misstatement, omission or suppression of a material fact or otherwise.

ACCURACY

16. Reliance placed by clients, employers, shareholders, investors, creditors and the public generally on the accuracy and good faith of statements prepared or certificates given by members constitute one of the most valuable assets of the profession and the utmost care and good faith are necessary to ensure the maintenance of the highest standards in this respect.
17. In submitting any report, a member shall observe the highest standards of professional competency.

CONFIDENTIAL INFORMATION

18. No member shall divulge without authority, or use improperly, information received in the course of any assignment or engagement.

DIRECTION ON ADVERTISEMENTS AND OTHER PUBLIC ANNOUNCEMENTS

19. When advertising, members should give due consideration to the dignity of the profession of Quantity Surveying. (Refer to Guidance Notes on Advertising as prescribed by Council.)