



THE SOUTH AFRICAN INSTITUTE OF ARCHITECTURAL TECHNOLOGISTS
DIE SUID-AFRIKAANSE INSTITUUT VAN ARGITEKSTEGNOLOË



Building Professionals to Build the Future!

A SACAP RECOGNISED
VOLUNTARY ASSOCIATION

REGULATION 01 CODE OF CONDUCT FOR SAIAT MEMBERS

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In this Code of Conduct, words importing one gender shall include the opposite gender, the singular shall include the plural, the 'client' shall mean the 'employer' and vice versa. 'The Profession' shall mean the profession of architectural technology, 'SAIAT' shall mean the South African Institute of Architectural Technologists and a 'registered person' shall mean a duly registered member of SAIAT.

It shall be the ideal, the resolve and the duty of each member of the South African Institute of Architectural Technologists to act in accordance with the following principals:

1. THE ARCHITECTURAL TECHNOLOGIST'S DUTY TO THE PUBLIC

- 1.1 TO ONLY ACCEPT commissions and to only carry out work for which he is qualified through his training and experience, whether it be architecture, project management, contract administration or any other activity which he, as a registered person, is entitled to carry out;
- 1.2 TO PROMOTE, in every possible way, in collaboration with this Institute good architectural technology practice, support this code of conduct, this institute and thereby its members and maintain a high professional standard which is appropriate to this code;
- 1.3 TO PRACTICE architectural technology so as to merit public confidence in the integrity of the profession, and seek to extend public knowledge and appreciation of the entire spectrum of the architectural technologist's profession and its achievements;
- 1.4 TO ENHANCE continuously his education and technical proficiency so that the public and the clients receive the benefit of improvements in architectural technology. The architectural technologist shall keep abreast of developments in the building industry and the natural and built environment, extending his practical and technical knowledge throughout his years of professional activity.

To extend his practical and technical knowledge is being achieved by pursuing a programme of regular review and further study, by attending educational courses, by maintaining a core library of basic texts and technical literature, by reading architectural and building journals and participate in continuous professional development activities as required by SACAP.

- 1.5 TO SAFEGUARD THE PUBLIC by:
 - 1.5.1 avoiding incompetent, unethical and illegal practice;
 - 1.5.2 collaborating with other members of the building professions in meeting their needs of the public in the built environment;
 - 1.5.3 guarding against misinformation and misrepresentation regarding matters concerning building design, building construction and the role of the architectural technologist in the development of the natural and built environment;
 - 1.5.4 having full regard of the public interest while executing his responsibility to his client;
 - 1.5.5 conducting his practice of architectural technology in accordance with the law of the Republic of South Africa;
 - 1.5.6 conducting his practice of architectural technology outside the border of the Republic of South Africa in accordance with this code of conduct insofar as it is not inconsistent with the law of the country concerned, provided that where there are recognized standards of professional conduct in such country outside the Republic of South Africa, he shall also adhere to those standards;
 - 1.5.7 protect the safety, health and welfare of the public, clients and fellow professionals and team members and speak out against abuses in those areas affecting the public interest;

- 1.5.8 not engaging in or counselling, or assisting a client in a conduct that the member knows or is reasonably expected to know, to be fraudulent or illegal;
- 1.5.9 adhere to the Code of Professional Conduct as promulgated in the relevant Board by the South African for the Architectural Profession (SACAP), where registered with SACAP in a related professional category.

2. THE ARCHITECTURAL TECHNOLOGIST'S DUTY TO THE CLIENT

- 2.1 TO DISCHARGE his duties to his employer or client in an efficient and competent manner with complete fidelity and without undue delay;
- 2.2 TO GIVE PRIORITY to the architectural needs of the client or the client at all times;
- 2.3 TO ENSURE that the clients are fully informed of their rights and their corresponding obligations;
- 2.4 TO ACT as the faithful agent or trustee for his client in professional and business matters. Keep information on business affairs or technical processes of a client in confidence while employed, and later, until such information is properly released.

The architectural technologist has to inform his client, the institute or public agencies, of which he which he is a member, of any circumstances that could lead to a conflict of interest.

The architectural technologist may neither give nor accept, directly or indirectly any gift, payment or service of more than nominal value to or from those with which he has business relationships, their employees or to be honest and realistic in reporting on project cost, programme and performance on the project.

- 2.5 TO ADVISE CLIENTS to consult with an architectural colleague or refer them for other professional consultation, when necessary;
- 2.6 NOT TO TRANSFER his responsibilities, nor reduce the scope of his services by contracting without the prior consent of his client;
- 2.7 NOT TO EVADE HIS OBLIGATIONS by abandoning a commission;
- 2.8 TO UNDERTAKE WORK done on a speculative basis to be executed in accordance with the Practice Note on Risk Appointments.

In circumstances, where necessary, a particular consultant may be recommended, but it should be made clear to the client that he is free to employ a consultant or practitioner of his own choice;

- 2.9 TO ALLOW the client to criticize or object if there is dissatisfaction with any aspect of the service rendered; and

in such circumstances, to treat a client with courtesy and understanding, referring him to other consultants for their opinion and arbitration, if the matter cannot be resolved satisfactorily;

- 2.10 TO AID clients by making informed judgments and choices without being deceptive, misleading or sensational, bearing in mind that clients can be advised only, and that, should they choose to disregard advice, the architectural technologist cannot insist on such advice being accepted
- 2.11 TO PROTECT clients from unwarranted expenses and unnecessary procedures as well as from physical and mental distress, harm, danger and deprivation, and;
- 2.12 TO KEEP comprehensive and accurate records of consultations with clients and with other members of the building team;

- 2.13 NOT MATERIALLY ALTER the scope and object of the project without the client's consent TO ENSURE work produced in respect of any project complies with the necessary legislative requirements;
- 2.14 WHERE REQUIRED, in terms of the Architectural Profession Act 44 of 2000 as amended, disclose all details of his or her Professional Indemnity Insurance Cover;
- 2.15 DISCLOSE TO A CLIENT if he receives, directly or indirectly any commission or remuneration for recommending a particular contractor to a client for work on a building project; or

receives directly or indirectly any royalty, gratuity, commission or other remuneration on any article, fitting, installation or process used in or for the purpose of the work in respect he or she is employed, unless he has notified his or her employer or client in writing of such royalty, gratuity, commission or other remuneration.

3. THE ARCHITECTURAL TECHNOLOGIST'S DUTY TO HIS COLLEAGUES AND TO OTHER PROFESSIONAL PERSONS, ARTISANS AND SUPPLIERS IN THE BUILDING INDUSTRY:

- 3.1 TO UPHOLD at all times the honour and dignity of the profession, by refraining from any behaviour in his professional, public and private life that could bring discredit to the profession;
- 3.2 TO PROMOTE cordial and unselfish relations with members of the profession, with other professions and people involved in the building industry and the built environment;
- 3.3 TO PRESERVE the independence of the profession of the architectural technologist, as architectural technologists are graduate or diplomat members of an independent profession whose duty it is to provide;
 - 3.3.1 consultation, problem solving, creative planning, documentation, supervision and project and contract administration for clients, whether this be in general architectural technology practice or by concentrating on specific fields, which should make a positive contribution to buildings or the built environment, and
 - 3.3.2 advise on other consultants, for example professionals of other disciplines, building services or financial requirements; and
 - 3.3.3 at all times administer building agreements in an impartial way.

4. THE ARCHITECTURAL TECHNOLOGIST'S DUTY TO FELLOW MEMBERS OF THE PROFESSION

Good relations between colleagues are a basic requirement for the welfare of the profession. An architectural technologist shall refrain from:

- 4.1 implying his superiority or pre-eminence over colleagues;
- 4.2 commenting despairingly on the abilities of other architectural practitioners;
- 4.3 making public his personal views and arising differences of professional nature that should be confined to professional meetings and journals;
- 4.4 making publicly known that services are rendered at reduced fees.

5. ADVERTISING OF SERVICES

The architectural technologist may:

- 5.1 not advertise his services in a self-laudatory manner, or in a manner, or in a manner which is not true and factually correct, or in a manner implying that other architectural technologists render an inferior service, provided that an architectural technologist may in this context;
- 5.2 make know his practice, availability and experience by direct approaches to individuals and organizations or by means of any directory, brochure or pamphlet, describing his experience

and capabilities, and

provided further that the information given is factual in substance and dignified in presentations, as well as relevant and not misleading, unfair to others or the discredit of the profession;

- 5.3 submit articles to the media or be interviewed about his own work or about architectural topics of general interest, provided that he does not offer or give monetary or other consideration for any publication, broadcast or telecast;
- 5.4 display his name outside his office and display his name on sites of buildings in the course of construction, alterations and extensions where he is the architectural technologist, and
- 5.5 commissions and employs a public relations consultant or any similar designated person to carry out any aspects or all aspect of his public relations that is permitted in the context of this code of conduct.

6. THE ARCHITECTURAL TECHNOLOGIST'S DUTY AS AN EMPLOYER

- 6.1 TO CONSIDER IT THEIR RESPONSIBILITY to ensure that their staff is up to date on at least the relevant statutory and regulatory information, the latest construction trends, technical innovations and so on;
- 6.2 TO CREATE A SUITABLE WORK ENVIRONMENT that will encourage employees to participate in CPD activities and allow them time to fulfill their CPD obligations;
- 6.3 TO SUPPORT EMPLOYEES by contributing financially, where possible, to participate in CPD activities;
- 6.4 TO ASSIST EMPLOYEES with the identification of areas of personal shortcoming and their special fields of professional interests.

7. THE ARCHITECTURAL TECHNOLOGIST'S DUTY TO HIMSELF

- 7.1 TO CONDUCT himself as an exemplary citizen;
- 7.2 TO STRIVE continually to develop his whole person;
- 7.3 TO MAINTAIN his office and practice in keeping with the highest professional standards.

8. IMPROPER CONDUCT

It shall be constituted improper conduct if an architectural technologist, an architectural technologist in training, or any other member of the Institute:

- 8.1 undertakes work of an architectural or managerial nature which his training and experience have not rendered him competent to execute;
- 8.2 knowingly accepts a commission while a claim for compensation by an architectural technologist, who was previously employed in connection with the work concerned, whose employment has been terminated and who remains unsatisfied, without first notifying the architectural technologist concerned;
- 8.3 wilfully destroys or fails without a satisfactory reason to produce original drawings and any other documentary evidence necessary for the verification of his work for a period of three years after the completion of his contract and settlement of all final accounts, and
- 8.4 acts in a manner contrary to this code of conduct or contrary to the Code of Professional Conduct Rules in terms of the Architectural Profession Act 44 of 2000 as amended.

The Code of Conduct Rules in terms of section 27 of the Architectural Profession Act 44 of 2000 takes preference to SAIAT' Code of Conduct.

9. INVESTIGATION INTO AND CHARGE OF IMPROPER CONDUCT

- 9.1 If SAIAT has reasonable grounds to suspect or has become aware of improper conduct of a registered member of SAIAT, or has receives any complaint, charge, or allegation of improper conduct, its National Committee will investigate any such complaint, charge or allegation.
- 9.2 The National Committee of SAIAT must compile an Investigation Document on which it will record meetings and procedures of the investigation into the alleged improper conduct of such registered person.

10. APPOINTMENT OF A DISCIPLINARY COMMITTEE AND THE HEARING

- 10.1 Any disciplinary investigation and/or action shall be undertaken as set out in 3.1 of Regulation 02 - Membership.
- 10.2 The Disciplinary Committee will consist of at least:
- 10.2.1 a person who specialises in the field concerning the charge;
 - 10.2.2 a professional who has appropriate experience in the field concerning the charge;
 - 10.2.3 a person qualified in law and who has appropriate experience;
 - 10.2.4 a member of the National Committee of SAIAT;
 - 10.2.5 a full member of SAIAT.
- 10.3 Another person may assist the summoned registered person during the proceedings. The registered person may admit at any time guilt of the charges brought against him or her, despite the fact that he or she has previously denied the charges or has previously failed to respond to the summons.
- The registered person has the right to be heard, may call witness, may cross-examine any person called as a witness in support of the charge, may have ace to documents produced in evidence.
- 10.4 The Disciplinary Committee may call witness to the hearing, whose material information concerning the subject I considered important.
- 10.5 All discussions and decisions made during the meetings of the Disciplinary Committee are to be recorded in writing and the correctness of the records are to be confirmed with the signature of each attendant.