



# BDAV Code of Professional Conduct

Building Designers  
Association Victoria

## 1. Abiding by the Law

BDAV Members should at all times, wherever they operate, comply with or observe all applicable laws.

## 2. Conflicts of Interest

BDAV Members should avoid conflicts of interest. A conflict of interest would occur when a relationship or an event would compromise the objectivity of commercial judgment by a Member and, if there is a potential conflict of interest, it should be formally declared in writing to the appropriate persons. This principle is also closely related to Principle 13 of this Code.

## 3. Honesty and Integrity

BDAV Members should act with honesty, propriety and integrity in the pursuit of their professional duties. Members should be straightforward and sincere in their approaches to clients and to their professional work.

## 4. Confidentiality

BDAV Members should respect the confidentiality of information acquired in the course of their professional duties, and must not disclose any such information to a third party without specific authority or unless there is a legal duty or professional duty to disclose it.

BDAV Members should not use confidential information gained in the performance of their duties for any personal gain, nor in a manner that would be detrimental to their client.

## 5. Social Responsibility

BDAV Members should make every endeavour to conserve the environment, preserve quality of life within the members' sphere of influence and promote the development of further understanding in society of the role and place of design in the community.

## 6. Engage in Continued Learning

BDAV Members have a continuing duty to maintain professional knowledge and skill at a level required to ensure clients receive the advantage of competent professional services based on current developments in practice, legislation, design and technology.

## 7. Competency

BDAV Members should perform their professional services with due care, competence and diligence.

## 8. Good Reputation

BDAV Members should conduct themselves in a manner consistent with the good reputation of building designers, and refrain from any conduct that might bring discredit to, or be prejudicial to, their peers and to the design sector.

## 9. Employment Issues

BDAV Members should provide a safe and healthy workplace environment and provide fair

and equitable treatment and remuneration to all employees and contractors.

## 10. Contractual Obligations

BDAV Members should ensure that all contracts and terms of business are clear, concise and are honoured in full, unless terminated or amended by mutual consent of the contracting parties.

## 11. Intellectual Property

BDAV Members should make every effort to respect the intellectual property of others in all its forms. Members should ensure that employees, contractors and other third parties are given proper credit for work done and achievements.

## 12. Quality of Services

BDAV Members should strive to provide excellence in their professional services. Where the services provided are in need of remedy, such remedy shall be conducted with efficiency, diligence and courtesy.

## 13. Legislative Professional Standards

BDAV Members should ensure compliance with Regulation 15.2 of the Building Regulations made under the powers contained in the Building Act 1993.

"15.2 Professional standards

A registered building practitioner must –

- (a) perform his or her work as a building practitioner in a competent manner and to a professional standard; and
- (b) immediately inform the client in writing if a conflict of interest arises or appears likely to arise between his or her interest as a building practitioner and that of his or her Client; and
- (c) receive remuneration for his or her services as a building practitioner solely by the professional fee or other benefits specified in the contract of engagement or by the salary and other benefits payable by the building practitioner's employer."

## 14. Assisting Youth

BDAV Members, where practicable, should assist in the proper induction of youth into the design sector and assist in the mentoring of students carrying out design studies. Such endeavours will be very much dependent upon the capacity and support infrastructure available to the BDAV Member to facilitate this principal.

## 15. Independence

BDAV Members should ensure that they are free of any interest that might be regarded as being incompatible with their integrity and objectivity.

## 16. BDAV Membership

BDAV Members should uphold the Objects and Rules of the Association's Constitution, and abide by the policies of the Association.

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