

cabe

chartered
association
of building
engineers

Rules of Professional Conduct

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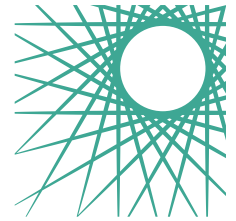
As of 15th May 2019, the Rules of Professional Conduct were replaced with the CABE Code of Professional Conduct. Complaints relating to matters prior to 15th May will be assessed against the Rules of Professional Conduct.

Rules of Professional Conduct

1. Competence

All members shall:

- i. only undertake professional tasks for which they are competent and shall at all times exercise all reasonable professional skill and care to:
 - a. prevent avoidable danger to health or safety
 - b. prevent avoidable adverse impact on the environment.
- ii. maintain and broaden their knowledge, experience and competence and encourage others to do so.



2. Integrity

All members will:

- i. treat all those with whom they deal professionally fairly with respect and without bias
- ii. avoid where possible real or perceived conflicts of interest and advise affected parties should such conflicts arise
- iii. observe the proper duties of confidentiality owed to appropriate parties
- iv. discharge their professional duties with integrity, impartiality and objectivity and have no involvement with any form of bribery.

3. Responsibility

All members shall:

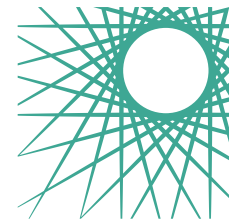
- i. accept appropriate responsibility for work carried out under their supervision
- ii. assess relevant risks and liabilities and, if appropriate, have in force appropriate liability insurances
- iii. notify the Association within 28 days:
 - if convicted of a relevant criminal offence
 - upon becoming bankrupt or disqualified as a Company Director
 - if they are removed from the membership of another professional body as the result of a matter relating to conduct.

4. Information

All members shall:

- i. undertake continuing professional development activities and record them annually in a manner acceptable to the Association
- ii. co-operate with the Association and provide such information as may be requested to facilitate any investigation into their conduct or that of a member.

Additional Rules of Conduct for those operating businesses



These Rules of conduct are intended as guidance for those members acting as Company Directors, Partners in a practice or as Sole Traders. They apply in addition to the Code of Professional Conduct to which all members are required to adhere.

These Rules set out the standards of professional conduct and practice expected of members running businesses. They do not repeat obligations placed on businesses by the general law and by advertising standards, for example in the areas of discrimination, employment and marketing of services. Membership of the Chartered Association of Building Engineers is an individual membership and as such businesses are not registered with or regulated by the Association. Any breach of the Rules of conduct may lead to disciplinary action being taken against the individual(s) considered responsible.

P1. Competence

Members must ensure that a business shall:

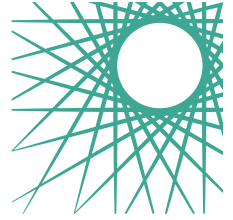
- i. carry out its professional work with due skill, care and diligence and with proper regard for the technical standards expected of it
- ii. carry out its professional work with expedition and with proper regard for standards of service and customer care expected of it
- iii. have in place the necessary procedures to ensure that all its staff are properly trained and competent to do their work
- iv. operate a complaints handling procedure and maintain a complaints log
- v. ensure that all previous and current professional work is covered by adequate and appropriate professional indemnity insurance cover.

P2. Integrity

Members shall not:

- i. accept a professional assignment if they are aware or have reasonable cause to suspect that another member is acting for the client in respect of the same matter
- ii. induce a client to agree to pay sums of money which are not justified by reference to the work which the member has carried out or has been instructed to carry out
- iii. offer or give any fee, commission, discount or other inducement (financial or otherwise) to a third party in return for the introduction of clients or particular professional assignments unless, before entering into a legally binding agreement with that client, the member makes full disclosure to the relevant client of the nature or amount of such fee, commission, discount or inducement and the name of the person to whom such fee, commission, discount or inducement was offered or given.

P3. Responsibility



Members shall:

- i. have due regard to their duty of care to clients the public and fellow professionals
- ii. ensure that their position and level of responsibility in the firm is clear to all parties
- iii. be prima facie responsible, as a matter of professional conduct, for the acts or omissions of:
 - a. any firm in which the members are, or hold themselves out to be, or allow themselves to be held out as a partner, or any firm which the members allow to use their name and/or style and title or designated letters in any of its advertisements, publicity material or notepaper; and
 - b. any company of which they are directors or any co-director of that company or any company which the members allow to use their name and/or style and title or designated letters in any of its advertisements, publicity material or notepaper.

P4. Information

Members shall:

- i. put all terms of engagement in writing, making clear the scope of service provided and stating the fees to be charged
- ii. inform the client immediately of any variation from the term of engagement or anticipated costs
- iii. ensure that in all advertising, publicity material or public statements for which members are in any way responsible, they shall avoid all claims of superiority over, or critical comparisons of, the services provided by other engineers and shall avoid any direct comparison of fees and charges levied by other engineers
- iv. only refer to the name of a client in any advertising, publicity material or public statement if the prior written consent of that client is first obtained.

P5. Public Protection

- i. No descriptor shall be used in relation to a company, partnership or business which may imply to the general public any standard of qualification or membership of the Association which is not representative of the majority of those providing the services offered by the company.
- ii. Whilst individuals may be described as members of the Chartered Association of Building Engineers or Chartered Building Engineers, these descriptions and associated logos shall not be applied to a business.
- iii. The style or title of the business must not adversely reflect upon the member's professional status as a building engineer and the dignity and reputation of the building engineering profession.
- iv. The name of the business must be neither misleading nor liable to cause confusion with the public, nor does it imply any partnership arrangement with or endorsement of services by the Chartered Association.

We're here to help

If you have any queries about the Rules of Professional Conduct, please contact us. You can also find out further information at cbuilde.com.

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