

SOCIETY OF CHARTERED SURVEYORS
RULES OF CONDUCT

39.1 No member shall conduct himself in such a manner as shall bring discredit upon himself or upon the Society of Chartered Surveyors;

39.2 No member shall be connected with any occupation or business in any way which would, in the opinion of Council prejudice his professional status or the reputation of the Society.

39.3 Subject to the regulations it shall be the duty of every Member:

39.3.1 when acting for a client or when in contemplation of acting for a prospective client whose interests conflict or may conflict with his own or those of any of his associates as defined in the Regulations, to disclose the relevant facts forthwith to the client or prospective client and to the associate and where such disclosure is oral to confirm the same in writing at the earliest opportunity and recommend to the client that he obtain professional advice before the member acts or continues to act;

39.3.2 to ensure that neither he personally nor any firm or company carrying on practice as surveyors of which he is a partner or director acts for two or more parties with conflicting interests without disclosing the relevant facts to each of those parties forthwith and confirming such disclosure in writing at the earliest opportunity.

39.4 No member shall carry on practice as a surveyor through the medium of a company except in accordance with the regulations.

39.5 For the purposes of this paragraph (5) of this Bye-Law

39.5.1 "Partner" shall include a sole principle of a practice or a partner in a firm or a Director of a company;

39.5.2 "firm" shall mean a practice, firm or company carrying on practice as surveyors;

39.5.3 "Contravention" shall include any act or omission which would if committed by a Member constitute a contravention.

39.5.4 Every member who is or holds himself out or allows himself to be held out to be a partner in a firm; or

39.5.5 Every member who allows his names and/or designatory letters or designation to appear on the notepaper or in the advertisements of any firm in which no partner a member; or

39.5.6 Every member who is a partner in a firm which is so connected with another firm in which no partner is a Member that in the opinion of Council persons dealing with that other firm believe or may be induced to believe that the two firms are connected;

shall be held responsible for any contravention of the Bye-Laws or the Regulations committed by any partner or by any member of the staff of such firm or other firm, provided that if such member shall show that without any default on his part he had no reason to be aware and was not aware of any such contravention and that he had prior to such contravention was not committed he may be acquitted of responsibility for such contravention.

39.6 Subject to the Regulations no Member shall:

39.6.1 Directly or indirectly exert undue pressure or influence on any person, whether by the offer or provision of any payment, gift or favour or otherwise, for the purpose of securing instructions for work, or accept instructions from any person on who he has reason to believe that undue pressure or influence may have been exerted by a third party in expectation of receiving a reward for the introduction;

39.6.2 Quote a fee for professional services without having received sufficient information to enable the Member to assess the nature and scope of the services required;

39.6.3 Having once quoted a fee for professional services revise that quotation to take account of the fee quoted by another member of the surveying profession for the same services; or

39.6.4 Quote a fee for professional services which is to be calculated by reference to the fee quoted or charged by another member of the surveying profession reduced by some proportion or amount.

39.7 No Member shall invited instructions for work except in accordance with the Regulations.

39.8 Subject to the Regulations every Member shall:

- 39.8.1 Keep in one or more bank accounts separate from his own, his firm's or his company's bank account (as the case may be) any clients' money held by or entrusted to him, his firm or his company in any capacity other than that of beneficial owner;
- 39.8.2 Account at the due time for all moneys held, paid or received on behalf of or from any person (whether a client or not) entitled to such account and whether or not after the taking of such account any payment is due to such person.
- 39.9 No member shall carry on practice as a surveyor under any such name, style or title as to prejudice his professional status or the reputation of the Society.
- 39.10 Every member shall, in accordance with the Regulations, be insured against claims for breach of professional duty as a surveyor.
- 39.11 Every member shall, in accordance with the Regulations, furnish to the Society such administration of his practice, employment and business as it may reasonably require for the administration of the Society and for the regulation of Members' professional conduct and discipline.
- 39.12 Subject to the extent specified in the Regulations, it shall be the duty of every Member to comply with such practice statements as may be published by the Society in the interest of maintaining professional standards.