



THE JAMAICAN INSTITUTE
OF
QUANTITY SURVEYORS

CODE OF PROFESSIONAL CONDUCT

First Edition 2006

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Section 1

General

1. **A member shall order his or her conduct so as to:**
 - 1.1 have full regard to the public interest
 - 1.2 uphold the dignity, standing and reputation of the profession
 - 1.3 comply with the laws of the country in which he or she operates
 - 1.4 discharge his or her duties to his or her employers or clients with efficiency, competence, confidentiality, fidelity and without undue delay
 - 1.5 be fair and impartial in the provision of advice and judgment to an employer or any other party to a building contract in which he or she is involved
 - 1.6 disclose to his or her employers or clients any known conflicts of interest and shall take all steps necessary to resolve such conflicts
 - 1.7 maintain, develop and employ appropriate levels of knowledge and skill for the task for which her or she is employed

- 1.8 respect the reputations, prospects, skills and practices of others

Section 2

Professional Business Practice

- 2. In addition to the foregoing, a member shall:**
 - 2.1 notify the Institute in writing, without delay, of any change of address or employment
 - 2.2 display on all letterheads and any relevant business materials, the names, qualifications and affiliations of principals, partners, directors and associates so as to clearly indicate to the public the full extent of the business entity, firm or branch as well as the location of all partners, members or directors

- 2.3 ensure that any advertisement of his or her profession is not self-laudatory, is true, factual, dignified and creditable to the profession, is not misleading and does not imply in any manner that another quantity surveyor would render a lesser service; provided that in this context a quantity surveyor may:
- 2.3.1 make known his or her practice, availability or experience by direct approaches to individuals and organizations or by means of any directory, brochure or pamphlet describing his or her capability
 - 2.3.2 send to the media, articles or be interviewed about his or her work or about construction industry topics in general provided that he or she does not offer or give monetary considerations for such publications, broadcast or telecast
 - 2.3.3 exhibit his or her name and practice name outside of his or her office
 - 2.3.4 exhibit his or her name or the name of his or her practice on the site of building in the course of construction, alteration or extension for which he or she is the quantity surveyor

- 2.3.5 commission or employ a public relations consultant or any similar designated person to carry out all or any aspect of his or her public relations as may be permitted in the context of these regulations
- 2.4 notify the Association in writing of his or her entering into or dissolving any professional partnership or association or becoming a member or ceasing to be a member of a company or close corporation
- 2.5 ensure that, the name of his or her firm or his or her firm in association with another firm, or of the company or close corporation of which he or she is a member, is not misleading and contains only his or her personal name or names, without permission of the Institute; provided that such title and style or name may include the name of a person to whom he or she is the bona fide successor in title
- 2.6 ensure that any office or branch office maintained for the purpose of carrying out the services of a quantity surveyor in private professional consulting practice is under the continual direct and personal supervision of a registered professional quantity surveyor and that no indication is given that his or her

practice as a quantity surveyor extend to any other office or branch office which is not similarly controlled or compliant with these regulations

- 2.7 refrain from doing anything through a company or close corporation which he or she would not otherwise be permitted to do.

Section 3

Competitive Ethics

3. **In addition to the foregoing, a member shall:**
 - 3.1 refrain from reviewing for a particular client, the work of another quantity surveyor or the work of

a company or close corporation of which he or she is not a member except:

- 3.3.1 with such quantity surveyor, company or close corporation having knowledge of the review and being afforded the opportunity of submitting comments on the findings of the review
 - 3.3.2 when the employment of such quantity surveyor, company or close corporation has been terminated
 - 3.3.3 when no claim, to the knowledge of the reviewing quantity surveyor, for compensation of the quantity surveyor, company or close corporation previously employed in connection with the work concerned and whose employment has been terminated, remains unsatisfied, without first notifying the Institute and quantity surveyor, company or close corporation concerned
- 3.2 refrain from using the advantages of a salaried position to compete unfairly with other quantity surveyor

Section 4

Technical Competence

- 4. In addition to the foregoing, a member shall:**
- 4.1 endeavor to stay abreast of technical and professional developments of the industry, environment and/or profession in which he or she operates by means of continuing professional development as stipulated by the Institute
 - 4.2 maintain and retain original records of technical and contractual documents verifying his or her work for a period of five (5) years after completion of a project and completion of the final account and make such documents available to relevant and responsible parties upon reasonable request
 - 4.3 only undertake work for the execution of which his or her training and experience have rendered him or her competent and employ only adequately qualified personnel as demanded by the task for which he or she is employed
 - 4.4 display his or her name or the name of his or her firm of the company or of the close corporation

or which he or she is a member on all bills, quantities, specifications, final accounts, certificates or other professional documents in respect of work performed by him- or herself or by some person in his or her employ or by any member or employee of the company or of the close corporation of which he or she is a member

- 4.5 refrain from either personally or through the agency of another person, whether or not such person is in his or her employ, make or offer to make by way of commission or otherwise, payment or other consideration for the obtaining of professional employment

Section 5

Extra-professional Activities

- 5. In addition to the foregoing, a member shall:**
- 5.1 except as prescribed in regulations 2.8 above he or she
- 5.1.1 shall not either directly or indirectly deal in construction projects and / or property

development for his / her or any consideration where;

- (a) such dealings in construction projects and / or property development conflict with his or her responsibilities to his / her client or employer; or
- (b) he or she has privileged or confidential information concerning such construction projects and / or property development as a result of any quantity surveying work undertaken by him or her. Provided further that he / she shall not make any personal use of or divulge to others, privileged or confidential information related to the quantity surveying work undertaken by him or her

5.2 while serving as an employee or as a director or in any like capacity in any company, firm or undertaking indulging in any contracting, supplying or manufacturing business involved in building construction work, or while having a financial interest in any company firm or

undertaking other than a public company
complying with the proviso to regulations 2.6

5.2.1 refrain from doing or holding himself or
herself out to do the work of a quantity
surveyor whether for reward or otherwise
, except directly and only for such
company, firm or undertaking

5.2.2 refrain from holding himself or herself
out to be in private professional practice
as a quantity surveyor to give
independent advice on matters of
contract, management or cost

5.2.3 refrain from allowing his or her
professional designation to be used on
brochures or advertisements issued by
such company, firm or undertaking or by
any other means in a manner which states
or implies that an independent project or
construction management service can be
provided