

# IDNL Code of Ethics

## RESPONSIBILITY TO THE PUBLIC

1. Members, when in carrying out their practice of interior design, shall conduct their affairs in a manner that will command the respect of clients, the general public, other members and other professionals and in accordance with this Code of Ethics.
2. Members shall engage in the humane and environmentally responsible practice of interior design.
3. Members shall seek to cooperate with other professionals and other persons involved in the building industry for the purpose of protecting the health, safety and welfare of the public.
4. Members, in the case of a dispute not involving them directly during the period their engagement on a project, will take an independent position with respect to the parties in dispute.
5. If a member is requested to act as a critic, expert witness or arbitrator in a dispute between any client and another member, the member shall not become involved personally in commenting on the situation, but shall advise that the matter be referred to the IDNL Board of Directors, if requested, will investigate and pass judgment on the situation, or appoint an arbitrator or arbitrators to do so.
6. Members shall neither offer, nor make any payments or gifts to any public official, nor take any other action, with the intent of unduly influencing the official's judgment in connection with an existing or prospective project in which the members are interested.
7. Members will not knowingly plagiarize the design of another member or anyone. Members shall only take credit for work that has actually been created by that Member or the Member's firm, and under the Member's supervision.
8. A member shall not make misleading, deceptive, or false statements or claims about his or her professional qualifications, experience, abilities, or performance.
9. A member shall not permit his or her name to be used in conjunction with a design or project in which the member was not personally or actively involved.
10. Members shall not engage in any form of false or misleading advertising or promotional activities.

## RESPONSIBILITY TO THE CLIENT & THE EMPLOYER

1. Members shall fully disclose to a client all compensation which the Member shall receive in connection with the project and shall not accept any form of undisclosed compensation from any person or firm with whom the member deals in connection with the project.
2. Members shall respect the confidentiality of sensitive information obtained in the course of their professional activities. Members shall not divulge any confidential information about the client or the client's project.
3. Members will disclose, preferably in writing, to their employers and/or clients prior to any engagement as a practising member, any financial interest that they may have that could affect their impartiality in the specification of goods and/or services.
4. Members will honestly and diligently represent their employers or clients within the term of their professional engagements.

## RESPONSIBILITY TO THE ASSOCIATION

1. A member shall conform to all laws, regulations and By-laws relating to the profession of interior design and shall not engage in any conduct involving fraud, deceit, misrepresentation, or dishonesty in professional or business activity.
2. Members shall not endorse the application for IDNL membership of an individual known to be unqualified with respect to education, training, experience or character, nor shall a Member knowingly misrepresent the experience, professional expertise or moral character of that individual.
3. Members will not seek to supplant a fellow member who is already engaged in a project. That is, when a designer has entered into a contract with or has been employed by a client, a member shall not knowingly in any way become engaged by or enter into any contract with the client, unless the member has received notice in writing that the client has terminated the contract with or has dismissed the designer initially involved.
4. Members will, in competition with other members, seek their engagements only through their knowledge, skill, understanding and by observing high professional ethics.
5. Members shall seek to continually upgrade their professional knowledge, so that they maintain current knowledge of interior design principles and practices in accordance with the Continuing Education Policy.
6. Members will do everything reasonably possible to assist the profession and the Association to function properly and effectively. Members agree, whenever possible, to encourage and contribute to the sharing of knowledge and information between interior designers and other allied professional disciplines, industry and the public.
7. Members shall strive to ensure that any proposed action or policy concerning Association matters undertaken by said member is done in the collective interest of other members and the public
8. Members shall endeavour to respect and cooperate with other members on Association matters.
9. Members shall respect the Association as the governing body for the practice of interior design for the Province of Newfoundland & Labrador.
10. Members shall select as their directors on the Board individuals who are able to assume their share of responsibility for the direction of the Association. All members shall give their full support to their directors so that they may effectively carry out their Association responsibilities.
11. The Association and its directors shall conduct their affairs to reflect favourably on the members.
12. Directors shall conduct all Association business in a professional manner through respectful cooperation with Association members as well as with other directors.
13. Directors shall strive to ensure that any proposed action and/or policy undertaken is done in the collective interest of all Association members.
14. Members have a duty to report to the Association particulars of improper professional conduct by another member if it is reasonably perceived by the reporting member that such conduct may result in serious damage to a client or other member of the public.
15. Performance of services in which the member has a financial interest in the supply of goods that may be recommended by rendering such services will not constitute qualifying practice experience or qualifying intern experience.

## ENFORCEMENT

Refer to Complaints and Discipline Procedure Policy of IDNL.