



CODE OF PROFESSIONAL CONDUCT

The Guild of Architectural Ironmongers has agreed a Code of Professional Conduct which is binding on all individual and company Members operating in the architectural ironmongery industry.

The purpose of the Code is to promote good conduct and best practice. It aims not only to uphold standards through regulation, but also to empower practitioners to reflect critically and to continually strive to improve. As such, Members should be guided by both the spirit and the precise and express terms of this Code.

This Code does not replace, remove or change legal obligations and restrictions in any way, which in any case may vary by location or role, for example. Members must at all times comply with all relevant legal obligations.

The Code:

1. Members shall act with integrity and conduct themselves in a manner which upholds the reputation of the Guild and the profession.
2. Members shall ensure that they perform only those professional services which are within their competence, and also ensure any work carried out on their behalf is done by those with appropriate levels of competence.
3. Members shall ensure they and their staff maintain the highest level of knowledge and skills throughout their careers and shall support engagement in the Continuing Professional Development programme of The Guild of Architectural Ironmongers. Members shall keep themselves informed of current practices and developments appropriate to the type and level of their responsibilities; and where applicable be able to provide evidence that they have complied with the requirements for continuing professional development (CPD) as published by the Guild from time to time.
4. Members shall not permit misleading statements or inaccurate or incomplete information to be used in promotional activities or in ironmongery schedules. They shall describe themselves and their products factually and/or in good faith, and not misrepresent their professional qualifications or level of competence. Product information shall be clear, accurate, up-to-date, accessible, and unambiguous.
5. Members shall at all times act honestly and in such a manner that clients are not misled. This includes product performance claims and certification.
6. Members shall not recklessly or maliciously injure the professional reputation, prospects or business of other Members.
7. A Member knowingly causing another person or organisation to act in a manner inconsistent with this Code or who is a party to such action will be deemed to be in breach of it.
8. Members shall at all times rely only on merit or fair competition to secure commissions, appointments and awards.
9. A Member, when acting for a client, shall take reasonable precautions to disclose to their employer any conflict of interest that arises between them and their employer or client, and report in writing any interest they may have which could prejudice the impartiality of their advice or could conflict with their client's interests.
10. It is the duty of all members to assist the GAI in the enforcement of this Code. Members shall report to the GAI any breach of the Code that comes to their attention and shall assist the GAI in its enquiries into any such breach. If the GAI, having duly and properly investigated an alleged breach finds a Member to be in breach of the Code, it shall take such disciplinary action as it shall deem appropriate.