

## **UDISA CODE OF ETHICS AND PROFESSIONAL CONDUCT**

The Code of Ethics and Professional Conduct applies to all categories of membership of UDISA.

### **INTEGRITY**

Urban designers need to act with integrity and propriety. Integrity refers to knowing what the correct thing to do is, whilst having the moral strength and courage to act on your conviction and on principle rather than on expediency. Propriety is to behave correctly in accordance with your duties and roles.

#### **Inspirational Standards**

- To be true to the profession
- To uphold a universal urban design moral high ground
- To become an example of virtue

### **RESPONSIBILITY**

Responsibility is the duty to take ownership for the decisions we make or fail to make, the actions we take or fail to take, and the consequences thereof.

#### **Aspirational Standards**

As practitioners in the Urban design community:

- We must make decisions and take actions based on the best interests of society, safety, and the environment.
- We must accept only those assignments that are consistent with our background, experience, skills, and qualifications.
- When bidding for projects, we only bid on work that our organisation is competent and qualified to perform and we assign only qualified individuals to perform the work as per urban design competencies.
- When we allocate work on projects, we must consider the urban design competencies approved and registered by a competent authority.
- We must fulfil the commitments that we undertake – we must do what we say we will do.
- When we make errors or omissions, we must take ownership and make corrections promptly. When we discover errors or omissions caused by others, we must communicate them to the appropriate body as soon they are discovered. We must accept accountability for any issues resulting from our errors or omissions and any resulting consequences.
- We must protect propriety or confidential information that has been entrusted to us.
- We must uphold this Code and hold each other accountable to it.

## **Mandatory Standards**

- We must inform ourselves and uphold the policies, rules, regulations and laws that govern our professional and volunteer activities.
- We must report unethical or illegal conduct to appropriate management and, if necessary, to those affected by the conduct.
- We do not engage in any illegal behaviour, including but not limited to: theft, fraud, corruption, embezzlement, or bribery.
- We do not take or abuse the property of others, including intellectual property, nor do we engage in slander or libel. As practitioners and representatives of our profession, we do not condone or assist others in engaging in illegal behaviour.
- We must take responsibility to protect our members and informants who could be victimised for reporting wrong doing as per applicable statutes in our country.
- We only file ethics complaints when they are substantiated by facts.
- We must institute disciplinary actions against individuals who knowingly make false allegations against others.
- We must pursue disciplinary actions against an individual who retaliates against a person raising ethics concerns.
- We must bring violations of this Code to the attention of the appropriate body for resolution.

## **RESPECT**

Treat others with respect at all times. This means not using derogatory terms towards others, observing the rights of other people. Treating people with courtesy and recognising the different roles people play in the spatial processes. Respect is our duty to show a high regard for ourselves, others, and the resources entrusted to us. Resources entrusted to us may include people, money, reputation, the safety of others, and the natural or environmental resources. Environmental respect engenders trust and confidence. This in turn fosters mutual cooperation and promotes performance excellence. Where there is respect, diverse perspectives and views are encouraged and valued.

## **Aspirational Standards**

As practitioners in the urban design community:

- We inform ourselves about the norms and customs of others and avoid engaging in behaviours they might consider disrespectful.
- We listen to others' points of view, seeking to understand them.
- We approach directly those persons with whom we have conflict or disagreement.
- We conduct ourselves in a professional manner, even when it is not reciprocated.
- We rise above gossip and negative remarks meant to undermine other peoples' reputations.
- We desist from attacking colleagues in other disciplines in their absence for us to look good.
- We behave with integrity towards fellow urban designers
- We have regard for those Codes by which associated professional consultants are obliged to conduct themselves.

## **Mandatory Standards**

As practitioners in the urban design community, we require the following of ourselves and our fellow practitioners:

- We negotiate in good faith.
- We do not exercise the power of our expertise or position to influence the decisions or actions of others in order to benefit personally at their expense.
- We do not act in an abusive manner towards others.
- We respect the property rights of others.
- We do not attempt to supplant another registered urban designer, who has been appointed for a particular project.
- We do not review for a particular client, the work of another registered urban designer without giving them prior notification and providing them afterwards with a copy of the review.
- We do not knowingly take over the work of another registered urban designer without notifying them and being advised in writing by the client of the termination of employment.

## **FAIRNESS**

Fairness is our duty to make decisions and act impartially and objectively. Our conduct must be free from competing self-interest, prejudice, and favouritism. We should make decisions solely on merit and in accordance with our professional and elected obligations.

## **Aspirational Standards**

As practitioners in the urban design community:

- We demonstrate transparency in our decision-making process.
- We constantly re-examine our impartiality and objectivity, taking corrective action as appropriate.
- We provide equal access to information to those who are authorized to have that information.
- We make opportunities equally available to all registered urban designers.

## **Mandatory Standards**

As practitioners in the urban design community, we require the following of ourselves and our fellow practitioners: Conflict of Interest Situations

- We must proactively and fully disclose any real or potential conflicts of interest to the appropriate stakeholders.
- We must avoid conflict of interests by constantly searching for potential conflict of interest situations and having them resolved. If we discover a real or potential conflict of interest, we refrain from engaging in the decision-making process or otherwise attempting to influence outcomes, unless or until: we have made full disclosure to the affected

stakeholders; we have an approved mitigation plan; and we have obtained the consent of the stakeholders to proceed. A conflict of interest occurs when we are in a position to influence decisions or outcomes which could affect one or more other parties with whom we have competing loyalties.

- We do not hire or fire, reward or punish, or award or deny contracts based on personal considerations, including but not limited to, favouritism, nepotism, and or bribery.
- We do not discriminate against others based on, but not limited to, gender, race, age, religion, disability, nationality, or sexual orientation.
- We apply the rules of the organisation, without favouritism or prejudice.

## **HONESTY**

Honesty is our duty to understand the truth and act in a truthful manner both in our communications and in our conduct. This means obeying the law; following the letter and spirit of policies and procedures; observing codes of conduct; fully disclosing actual or potential conflict of interests and exercising any conferred power strictly for the purpose for which the power was conferred.

### **Aspirational Standards**

As practitioners in the urban design community:

- We earnestly seek to understand and find the truth.
- We are truthful in our communications and in our conduct.
- We provide accurate information in a timely manner.
- We make commitments and promises, implied or explicit, in good faith.
- We strive to create an environment in which others feel safe to tell the truth.

### **Mandatory Standards**

As practitioners in the urban design community, we require the following of ourselves and our fellow practitioners:

- We do not engage in or condone behaviour that is designed to deceive others, including but not limited to, making misleading or false statements, stating half-truths, providing information out of context or withholding that which, if known, would render our statements as misleading or incomplete.
- We do not engage in dishonest behaviour with the intention of personal gain or at the expense of another.

#### *References:*

South African Council for Planners (2011) *Code of ethics and professional conduct*, Government Gazette 17 June 2011: Pretoria.

The Cape Institute for Architecture (2010) *Code of conduct: CIA code of ethics*, 1 November 2010: Cape Town.