

Code of Professional Conduct

of

The Eswatini Association of Architects, Engineers, Surveyors and Allied Professionals

1. Definitions

1.1. **“The Association”** shall mean the Eswatini Association of Architects, Engineers, and Surveyors, and all its members.

1.2. **“Member”** shall mean any registered individual member of the Association, including those in all categories and disciplines as defined in the **Constitution**.

1.3. **“Client”** shall mean any party who employs or shows a clear interest in employing a Member for professional services.

1.4. **“Constitution”** shall mean the Constitution of the Eswatini Association of Architects, Engineers, and Surveyors, and all amendments thereto.

1.5. **“Professional Indemnity Insurance”** shall mean insurance specifically designed to cover a professional’s work, excluding general public liability insurance.

1.6. **“Professional”** shall mean a party engaged in work or activities normally associated with the work or activities done by Members of the Association.

2. Scope and Applicability

This Code of Professional Conduct is applicable to all Members of the Association, regardless of their category or discipline, and at all times, both within and outside the scope of their professional work.

3. General Conduct

3.1. Members shall perform their work with **due care, skill, and diligence** to the best of their abilities.

3.2. Members shall only accept and perform work for which they are **qualified, competent, and experienced**. If necessary, they must obtain and manage the expertise of a qualified third party to complete the work.

3.3. Members shall, as far as is reasonably possible, ensure that all projects for which they are responsible have a **minimal adverse impact on the human and natural environments**.

3.4. Members shall conduct themselves in an **ethical, professional, and respectful manner**. They shall continually seek to enhance the status and image of their professions through exemplary personal and professional conduct.

3.5. Members shall not offer or accept any **bribe, gift, or reward** that is intended to, or may reasonably be interpreted as intending to, improperly influence any business or professional decision.

3.6. Members shall continually develop and improve their professional knowledge and skills by actively participating in the Association's **Continuous Professional Development (CPD)** program and by all other necessary means.

3.7. Members shall not disclose any **confidential information** about their Clients or employers without their prior written consent, unless legally required to do so.

3.8. Members shall keep adequate records of all professional work, including drawings, designs, and calculations, for a minimum of **five years**.

4. Obligations

4.1. Members shall comply with all **applicable laws and regulations** of the countries in which they render their services.

4.2. Members shall adhere to the **Constitution and By-Laws** of the Association.

4.3. Members have a duty to report any known or suspected breach of this Code of Conduct by another Member to the Association and to provide all available information to support such a report.

5. Professional Relations

5.1. Members shall contribute to their professions by serving as **mentors to trainees** and by playing an active role in the organization or promotion of their professions.

5.2. Members shall respect the professional standing of other professionals and shall **not maliciously harm or seek to harm their reputation or standing**.

5.3. A Member shall not review or take over work already undertaken by another professional unless they have:

- Informed the other professional of their intention to do so.
- Given the other professional a reasonable opportunity to submit relevant information about the work.

5.4. When commenting on another professional's work or conduct, Members shall be **impartial, fair, and objective**, having due regard for the public interest and the integrity of their professions.

6. Consulting Services

When rendering consulting services, Members shall:

6.1. Clearly define and agree upon the **scope of services and responsibilities** with the Client in a written agreement.

6.2. Agree upon a fair and reasonable **remuneration** for the work with the Client, or establish a clear method for calculating the remuneration.

6.3. Immediately inform the Client of any circumstance that may materially affect the agreed-upon remuneration.

6.4. Maintain **valid and adequate Professional Indemnity Insurance**.

7. Disciplinary Action

7.1. Any breach of this Code of Conduct may result in disciplinary action by the Association, in accordance with the procedures outlined in the Constitution.

7.2. Disciplinary action may include, but is not limited to, a formal warning, suspension, or expulsion from the Association.