



ARIDO STANDARDS OF PRACTICE

A. STANDARDS OF PRACTICE

1. A Member shall conduct the Member's professional practice in accordance with the Association's Standards of Practice set out in this Section.

B. BUSINESS AND PROFESSIONAL ETHICS

1. A Member shall comply with all laws, regulations, standards of practice and the Act and By-laws of the Association.
2. Where a Member is practicing out of Ontario, in addition to complying with the standards applicable to practice in Ontario, the Member shall comply with all laws, regulations and standards of practice applicable in the jurisdiction where the Member is practicing.
3. A Member shall maintain appropriate registration/licensure in good standing in any state, province or jurisdiction in which the Member conducts business.
4. A Member shall not participate in nor receive directly or indirectly any payment, benefit or other inducement for the specification of goods and services for a project other than fees or payments from a client or an employer.
5. A Member shall not reduce the Member's professional services fees which are supplemented or replaced by the sale of goods or provision of services unless such reduction is made a condition of a contract which expressly outlines the method of charging for professional services.
6. A Member shall make full disclosure of the Member's fees, the services to be performed and the method of determining compensation for those services, and shall maintain appropriate documentation in the form of a written contract or other form to constitute evidence of such disclosure.
7. A Member shall not compete unfairly with others or compete primarily on the basis of fees without due consideration for other factors to ensure that the Member's engagement is based on the merit of the services performed or offered.
8. A Member shall neither offer, nor make any payment of gifts to any public official or take any other action with the intent of unduly influencing the official's judgment in conferring an existing or prospective project in which the Member is interested.
9. A Member shall not offer or accept undisclosed payment or other consideration for the purpose of obtaining work.
10. A Member shall provide for the continuation of any ongoing work in the event of long-term illness, disability, retirement, or insolvency or bankruptcy.
11. Prior to engagement, a Member shall disclose to an employer or client, in written form, any direct or indirect financial interest they may have that could affect their impartiality in specifying project-related

goods or services, and shall not knowingly assume or accept any position in which their personal interests conflict with their professional duty, and shall withdraw upon objection by the employer or client.

12. A Member shall not divulge any confidential information about a client or a project, or utilize photographs or copies in electronic form or specifications of the project without the express consent of the client, with the exception for those specifications or drawings over which the designer retains proprietary rights.
13. A Member shall act with fiscal responsibility in the best interest of the Member's clients, and shall maintain sound business relationships with suppliers, industry and trades to ensure the best service possible to the public.
14. A Member shall meet the Member's financial obligations to the Association and to the Member's employees, suppliers and other creditors including prompt payment of premiums, insurance, levies, statutory deductions, payroll and accounts.
15. A Member shall not make use of goods or services offered by manufacturers, suppliers or contractors if such use is accompanied by a direct or indirect condition or obligation without disclosure to and written consent of the Member's client.
16. A Member shall to the best of the Member's ability carry out the terms of every contract to provide interior design services that the Member enters into in accordance with the terms thereof.
17. A Member shall not withdraw the Member's services except for a good cause and upon reasonable written notice in accordance with a written agreement, if any. Where the services of a Member are terminated, the Member shall make best efforts to cooperate with other Members or professionals to ensure the continuity of the services.
18. A Member shall not give adverse advice or adverse comment on the work of another Member without taking into account the full circumstances under which the Member designed the work and, where appropriate, without informing the Member.
19. Where the Member relies on the work, professional opinion, or certification of another professional, the Member shall take reasonable measures to confirm the credentials and/or qualifications of the other professional and advise the client or employer of the Member's reliance on the certification or professional opinion of the other professional.
20. A member shall comply with all applicable regulations of building codes or safety standards.
21. A Member shall not copy or plagiarize the design or work of another person without the written consent or agreement of the other person.
22. A Member shall not represent, pass off or claim authorship of the design of another person without the written consent or agreement of the other person.
23. A Member shall not claim credit for having performed interior design services on a project with respect to which the Member did not have a personal or active involvement.
24. A Member shall not solicit or accept any work when the Member knows or has reason to believe that another designer has been engaged or employed for the same purpose by the same client unless prior to accepting such work, the Member has received verification from the client that the other designer has been discharged. Such verification is not required where the client has requested a review or critique of services performed by current designer.

C. DUTY TO OTHERS AND THE ENVIRONMENT

1. When acting in a professional capacity a Member shall at all times act with,
 - a. good faith, fairness and loyalty to associates, employers, clients, subordinates, employees and other professionals;
 - b. due regard to public health and safety.
 - c. devotion to high ideals of personal honour and professional integrity.
 - d. knowledge of developments in the area of professional interior design relevant to the services being provided; and,
 - e. competence in the performance of the services being provided.
2. A Member shall,
 - a. regard the Member's duty to public health and safety as paramount.
 - b. endeavour at all times to enhance the public's regard for professional interior design by promoting awareness and knowledge and by discouraging untrue, unfair or exaggerated statements about the profession and interior design; and,
 - c. express publicly, whether before a court, commission or other tribunal or in the press or electronic media or otherwise, only those opinions on professional interior design matters that are founded on adequate knowledge and honest conviction.
3. A Member shall,
 - a. act towards other Members and professionals with courtesy and good faith.
 - b. demonstrate understanding, professionalism and technical expertise to Intern Members under the Member's supervision.
 - c. if asked to review the work of a Member at the request of that Member's client, inform the other Member, where permitted by the client, before undertaking the review.
 - d. not maliciously injure the reputation or business of another Member or professional.
 - e. not attempt to gain an advantage over other Members by paying or accepting a commission in order to obtain work.
 - f. give proper credit for professional interior design work carried out by others.
 - g. uphold the principle of fair compensation for professional interior design work.
 - h. provide the opportunity, where possible, for the professional development and advancement of associates and subordinates; and
 - i. improve the practice of the profession through the interchange of interior design information and the sharing of experience.

4. A Member shall co-operate with other professionals with whom the Member is called upon to work.
5. A Member shall have proper regard for the natural environment in the Member's work.
6. A Member shall in the course of the Member's approach to the design of any project show awareness and sensitivity to the environment, ergonomics, sustainability and energy use.

D. COMPETENCE AND KNOWLEDGE

1. A Member shall undertake only work that the Member is competent to perform by virtue of knowledge and experience and shall prepare reports and express opinions on interior design matters only on the basis of adequate knowledge and scientific data and honest conviction.
2. A Member shall comply with all applicable laws of any jurisdiction where work is performed or where a report or an opinion is provided on interior design matters.

E. SIGNING AND SEALING OF DOCUMENTS

1. A Member shall sign, stamp and seal only plans, specifications, reports or documents, that the Member has prepared or that have been prepared under the Member's direct supervision and control or that another person has prepared and that the Member has thoroughly reviewed and for which the Member accepts professional responsibility.

F. FAITHFUL AGENT OR TRUSTEE

1. A Member shall act for the Member's client or employer as a faithful agent or trustee and shall always act with fairness to all parties.
2. A Member shall not disclose confidential information received from a client or employer except as authorized by law, required by the Association for the purposes of complaints or discipline or with the consent of the client or employer.
3. A Member serving as a member of a board, committee or as a representative of the Association shall keep confidential all information received in relation to the work of the board, committee or Association.

G. CONFLICT OF INTEREST

1. A Member shall not engage in activities or accept remuneration for services rendered that may create a conflict of interest with a client or employer unless the Member first makes full disclosure of such conflict and obtains the client or employer's written consent.
2. A Member shall immediately disclose to a client or employer any interest, direct or indirect, that might be construed as prejudicial in any way to the Member's professional judgment in rendering service to the client or employer.
3. A Member who is an employee but who takes on professional interior design work on contract in the Member's own name for a person other than the employer shall ensure that the work will not conflict with the duty to the employer, inform the employer of the work and inform the client of the status as an employee and any limitations that status may result in with respect to the provision of services to the client.
4. A Member has a conflict of interest where the Member or an officer, director, partner or employee of the Member has a direct or indirect financial or other interest in any material, device, invention or service used in a project with respect to which the Member provides services or makes use of any service offered by

a contractor that may adversely affect the judgement of the Member as to any question that arises on the project as a direct or indirect financial or other interest which may adversely affect the judgement of the Member.

H. OVERRULING OF PROFESSIONAL JUDGMENT AND DUTY TO WARN

1. A Member shall warn an employer or client about the consequences of proceeding with a work or project for which the Member is responsible, where there is the potential for risk to the public, where the employer or client has overruled the professional advice of the Member with respect to the safety of the work or project.
2. Where a Member becomes aware that there may be a risk to the public with respect to a work for which the Member is professionally responsible, the Member shall warn the owner, client or other person with an interest in the project or work, and any and all appropriate regulatory or safety authorities, about the risk to the public.

I. PROFESSIONAL ADVERTISING

1. A Member shall represent the Member's qualifications and competence and advertise the Member's professional services by presenting only demonstrable and unexaggerated facts.

J. DUTY TO ASSOCIATION

1. On request by the Association, a Member shall provide any document record or other data in hard or electronic form within the time frame set by the Association, or otherwise within a reasonable time, where related to an investigation or proceeding in respect of the professional conduct, competence or capacity of a Member.
2. A Member shall notify the Registrar in writing of any change of address recorded on the register maintained by the Registrar, notify the Registrar of any change in scope of practice or failure to obtain professional liability insurance or for exemption of insurance and to reply promptly to any demand for information received from the Registrar related to the professional conduct or competence of the Member.
3. A Member shall maintain an office from which the practice of interior design is carried out and maintain books, records and accounts showing fees and disbursements charged for services, correspondence, copies of certificates, statements, notices and other documents relating to the administration of contracts and copies of all designs, working papers exhibited or used for the practice in interior design projects.
4. A Member shall not endorse the application for a professional organization membership and/or registration or licensure of an individual known to be unqualified with respect to education, experience, examination or character, nor shall a Member knowingly misrepresent the professional expertise or moral character of that individual.

K. DUTY TO PROFESSION

1. A Member shall offer support, encouragement and information to Student Members and Intern Members and educational programs of interior design.
2. A Member shall, whenever possible, encourage and contribute to the sharing of knowledge and information between interior designers and other allied professions, industry and the public.
3. A Member may serve as an expert witness in judicial, arbitration or other proceedings.

4. A Member shall participate in the work, activities and governance of the profession of interior design.
5. A Member shall maintain standards of professional and personal conduct that will reflect in a responsible and positive manner on the interior design profession.

L. SERVICE AND HUMAN WELFARE

1. A Member shall be guided in the Member's professional conduct by the principle that professional standards are founded upon integrity, competence and devotion to service and to public health and safety and by a commitment that the Member's actions shall enhance the dignity and status of the profession.

M. PUBLIC UNDERSTANDING

1. A Member is encouraged to enhance the public's understanding of professional interior design through the Member's practice.
2. A Member is encouraged to contribute to the public's understanding of issues of public interest where the Member's professional knowledge may assist that understanding.

N. BREACH OF STANDARDS OF PRACTICE

1. A Member shall advise the Registrar of any act or omission of another Member that the Member believes to be contrary to this Section.
2. A breach of this Section constitutes an act of professional misconduct if the breach results in a finding that the Member has not engaged in the practice of professional interior design in accordance with the law, with the standards of the profession, or with honesty and integrity