



Declaration Form

Code of Conduct and Professional Ethics

Introduction

Being a member of the British Institute of Interior Design is to be part of a thriving community of like minded professionals dedicated to pursuing excellence in interior design.

Belonging to a respected organisation gives the opportunity for cross fertilisation of ideas, the dissemination of knowledge and the opportunity of having a voice for change within the industry.

Good design can change people's perceptions, improve their social and working lives and promote good practice in using materials and energy.

With the benefits of membership come responsibilities and all members owe a duty of care to their clients and to the Institute to act with integrity in all their professional dealings

Code of Conduct and Professional Ethics

The British Institute of Interior Design issues the Code of Conduct and Professional Ethics (hereinafter called 'The Code') for the compliance of all its members, in whatever capacity they practice, in all categories of professional membership

The Code states the principles and ethical standards for members of the Institute. The Institute is committed to leading and supporting good professional practice and competence in the field of interior design, and its responsibilities to society, clients, fellow interior designers, suppliers and the interior design industry. All members, as a condition of membership of the Institute, undertake to abide by the Code.

Compliance

Whilst Members shall conform to existing laws, regulations and professional codes as established by the country in which they conduct their practice, the Institute shall have the power only to enforce its own Code.

Any member, who, in the opinion of the Disciplinary Committee of the Institute, has acted in contravention of the Institute's Code, may be cautioned, suspended or expelled from membership. Such action shall only occur after a member has been given the opportunity to answer all allegations of misconduct brought by the Disciplinary Committee. The decision of the Disciplinary Committee shall be final and binding.

A. Responsibility to society

1. Members shall exercise reasonable skill and care in conformity with the normal standards of their interior design profession, competence in the conduct of their business and act at all times with honesty.
2. In performing professional services, members shall at all times consider the health, safety and welfare of the public.
3. Members shall accept a professional obligation to enhance quality of life within the community through design excellence.
4. In performing professional services, members shall not knowingly violate the law or advise or assist clients in conduct they know to be illegal.
5. Members shall not make misleading, deceptive or false statements or claims regarding their professional qualifications, experience or performance.
6. Members shall undertake to perform professional services only when they are qualified by education, training or experience to do so.
7. Members shall endeavour to act in the best interests of ecology and the natural environment and wherever possible to promote the conservation of energy and the recycling of materials.

B. Responsibility to the client

1. Before accepting an assignment, members shall confirm in writing to the client the scope and nature of the project involved, the interior design services to be performed, and the method of remuneration for those services.
2. Members shall provide the client with written terms and conditions of employment prior to commencement of work.
3. Members shall not knowingly accept any position in which their personal interests conflict with their professional duty.



4. Members shall treat all knowledge and information relating to their clients' intentions, production methods and/or business as confidential and shall not divulge such information without the consent of the client. Notwithstanding the above, however, members may reveal such information to the extent they reasonably believe is necessary (1) to stop any act which creates a significant risk to public health and safety and which the member is unable to prevent in any other manner, or (2) to prevent any violation of applicable law.
5. Members shall act with fiscal responsibility in the best interest of the client and shall maintain sound business relations with suppliers, industry and trades to ensure the best possible service.
6. Members shall not sub-contract the principal design work commissioned by a client without the client's full knowledge and consent.
7. Members shall not accept payments or benefits which may impair their ability to remain impartial and transparent in all their dealings on behalf of clients
8. Members shall ensure that clients are advised of their own responsibilities.

C. Responsibility to other interior designers and colleagues

1. Members shall neither accept instructions from their clients which knowingly involve plagiarism, nor shall they knowingly copy the work of another designer.
2. Members shall neither attempt, directly or indirectly, to supplant another designer, nor compete with another designer by means of any unfair inducement.
3. Members shall not knowingly accept any professional engagement upon which another designer has been acting, without notifying that designer.

D. Responsibility to the Institute and the interior design profession

1. Members shall seek continually to upgrade their professional knowledge and competence with regard to the interior design profession.
2. **Members shall carry appropriate insurance, to include Employers' Liability, Public Liability, Product Liability and Professional Indemnity. Members shall also, where appropriate, carry Directors' and Office Bearers' Insurance.**
3. Members shall comply with CPD requirements as set out by the Institute.
4. Members shall only use the British Institute of Interior Design appellation in accordance with the current Institute policy.
5. Any member or company who has not renewed membership of the Institute must remove any logo and initials of the Institute designation from all product literature, advertising and stationery on termination of membership.
6. Members shall, wherever possible, encourage and contribute to the sharing of knowledge and information among interior designers, the interior design industry and the general public.
7. Associates shall comply with the requirements of the Institute to upgrade to full Member status once they have acquired six years of education and/or practice within the interior design industry.

E. Responsibilities as an employer

1. Members shall adhere to the requirements of Employment Law.
2. Members shall ensure that sub-contractors engaged by them carry insurance cover appropriate to their role, including Public Liability and Employer's Liability.

F. Responsibilities as an employee

1. Members shall adhere to the agreed contract of employment, and shall not divulge confidential business information to another party.
2. Members shall not identify as their own any plans or designs prepared by the employer or employer's company.

G. Responsibilities to other consultants, team members and suppliers

Members shall ensure that information provided to consultants and suppliers for the execution of a project is professionally prepared and accurate.

H. Publicity

Members may themselves, or by means of persons or organisations acting on their behalf, promote and publicise their practice provided the advertising material contains only truthful, factual statements and does not breach copyright agreements.



Terms and Conditions

In line with other professional organisations, the Institute would like to draw members' attention to its terms and conditions set out below. Please read them carefully to avoid any misunderstanding.

These terms and conditions shall be deemed to apply to Members (Designer, Associate, Industry Partners and Affiliate Members) from 1st April 2010 and unless otherwise agreed or confirmed in writing by the British Institute of Interior Design.

Members of the Institute are responsible for settling all accounts rendered to them or to any company or business that they control, or in which they have an interest, either as a shareholder, partner or proprietor.

These terms and conditions shall be governed by the laws of England and Wales and shall be known as the BIID Terms of Business 2010 and no other terms shall apply.

Subscriptions

The subscription year for membership runs from 1st April to 31st March the following year. Annual subscriptions are due on the 1st of April. The subscription year for entries to the BIID website also runs from 1st April to 31st March the following year.

Renewal process

BIID designer Members and Industry Partners must have the appropriate insurance policies in place throughout their membership with the Institute. Associate members who have a listing on the BIID website are also required to carry the relevant insurances (not applicable to overseas Members). **On a yearly basis copies of the relevant insurance schedules must accompany renewal payments and be sent to the office by post if a Direct Debit arrangement is in place.**

Direct Debit

Direct debit is the preferred method of payment. Members' invoiced amounts will automatically be deducted from members' accounts on 1st April, with no further effort on the members' part. (Please inform the office if bank details have changed since completing the last direct debit mandate.)

By Post

All cheques must be received no later than 1st April, cheques should be made payable to BIID.

Credit Card Payments

Members wishing to pay their membership subscriptions and/or website subscription using a credit card will incur a 3.5% administration charge.

Those wishing to pay by Switch/Delta or any other debit card may do so at no extra cost.

Late payment

Subscription payments received after the 1st April will incur a £35 late payment charge. This also applies to direct debit collections that have been rejected by the bank.

Resignations

Members should inform the Institute by the 31st March if they do not wish to renew their membership and, if applicable, their website entry for the following year. Otherwise the full annual subscription is due.

Refunds

No refund of a subscription or part subscription paid is possible.

I, the undersigned, confirm that I have read and understand, and agree to abide by the Institute's Code of Conduct and Professional Ethics; I agree to abide by the above Terms and Conditions and to pay the annual subscription fees when due.

Signature:

Name (print):

Company Name:

Date:

Please take a photocopy of this document for your own records, sign and return the original completed form to the British Institute of Interior Design, 109-111 The Chambers, Chelsea Harbour, London SW10 0XF