

Code of Ethics for Professional and Associate Member Conduct

1.0 PREAMBLE

Professional and Associate Members of the International Interior Design Association shall conduct their interior design practice in a manner that will encourage the respect of clients, fellow interior designers, the interior design industry and the general public. It is the individual responsibility of every Professional and Associate Member of IIDA to abide by the Code of Professional Ethics and Conduct, Bylaws, Policies and Position Statements of the Association.

2.0 DEFINITIONS

The terms used in this Code shall be defined in the same manner in which they are defined in the Bylaws, Policies and Position Statements of the Association.

3.0 RESPONSIBILITY TO THE PUBLIC

- 3.1 In performing professional services, Professional and Associate Members shall exercise reasonable care and competence, and shall conform to existing laws, regulations and codes governing the profession of interior design as established by the state or other jurisdiction in which they conduct business.
- 3.2 In performing professional services, Professional and Associate Members shall at all times consider the health, safety, and welfare of the public.
- 3.3 In performing professional services, Professional and Associate Members shall not knowingly violate the law, or counsel or assist clients in conduct they know, or reasonably should know, is illegal.
- 3.4 Professional and Associate Members shall not permit their name or signature to be used in conjunction with a design or project for which interior design services are not to be, or were not, performed under their immediate direction and control.
- 3.5 Professional and Associate Members shall not engage in any form of false or misleading advertising or promotional activities and shall not imply, through advertising or other means, that staff members or employees of their firms are Professional or Associate Member unless such is the fact.
- 3.6 Professional and Associate Members shall not make misleading, deceptive or false statements or claims about their professional qualifications, experience, or performance.
- 3.7 Professional and Associate Members shall not, by affirmative act or failure to act, engage in any conduct involving fraud, deceit, misrepresentation or dishonesty in professional or business activity
- 3.8 In performing professional services, Professional and Associate Members shall refuse to consent to any decision by their clients or employers which violates any applicable law or regulation, and which, in the Professional and Associates Members' judgment, will create a significant risk to public health and safety.

- 3.9 Professional and Associate Members shall not attempt to obtain a contract to provide interior design services through any unlawful means.
- 3.10 Professional and Associate Members shall not assist any person seeking to obtain a contract to provide interior design services through any unlawful means.

4.0 RESPONSIBILITY TO THE CLIENT

- 4.1 Professional and Associate Members shall undertake to perform professional services only when they, together with their consultants, are qualified by education, training or experience to perform the services required.
- 4.2 Before accepting an assignment, Professional and Associate Members shall reasonably inform the client of the scope and nature of the project involved, the interior design services to be performed, and the method of remuneration for those services. Professional and Associate Members shall not materially change the scope of a project without the client's consent.
- 4.3 Prior to an engagement, Professional and Associate Members shall disclose, in writing, to an employer or client, any direct or indirect financial interest that 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. If the employer or client objects to such financial or other interest, Professional and Associate Members shall either terminate such interest, or withdraw from such engagement.
- 4.4 Professional and Associate Members shall not reveal any information about a client, a client's intention(s), or a client's production method(s) which they have been asked to maintain in confidence, or which they should reasonably recognize as likely, if disclosed, to affect the interests of their client adversely. Notwithstanding the above, however, Professional and Associate 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 Professional or Associate Member is unable to prevent in any other manner; or (2) to prevent any violation of applicable law.

5.0 RESPONSIBILITY TO OTHER INTERIOR DESIGNERS AND COLLEAGUES

- 5.1 Professional and Associate Members shall pursue their professional activities with honesty, integrity and fairness, and with respect for other designers' or colleagues' contractual and professional relationships.
- 5.2 Professional and Associate Members shall not accept instruction from their clients which knowingly involves plagiarism, nor shall they consciously plagiarize another's work.
- 5.3 Professional and Associate Members shall only take credit for work that has actually been created by the Member or the Member's firm or under the Member's immediate direction and control.

6.0 RESPONSIBILITY TO THE ASSOCIATION AND INTERIOR DESIGN PROFESSION

- 6.1 Professional and Associate Members agree to maintain standards of professional and personal conduct that will reflect in a responsible manner on the profession.
- 6.2 Professional and Associate Members shall seek to continually upgrade their professional knowledge and competency with respect to the interior design profession
- 6.3 Professional and Associate 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.
- 6.4 Professional and Associate Members shall offer support, encouragement, and information to students of interior design.
- 6.5 Professional and Associate Members shall, when representing the interior design profession, act in a manner that is in the best interest of the profession.
- 6.6 Professional and Associate Members may only use the IIDA appellation in accordance with current Association policy.
- 6.7 Professional and Associate Members shall not knowingly make false statements or fail to disclose any material fact requested in connection with their applications for membership in the Association.