

AMERICAN SOCIETY OF INTERIOR DESIGNERS

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# ASID CODE OF ETHICS AND PROFESSIONAL CONDUCT

**Government & Public Affairs**

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# 1.0 PREAMBLE

Members of the American Society of Interior Designers are required to conduct their professional practice in a manner that respects the interests of the general public, their clients, fellow professional designers, as well as suppliers of goods and services to the profession. It is the individual responsibility of every member of the Society to uphold this Code of Ethics and Professional Conduct and the Bylaws of the Society.

# 2.0 RESPONSIBILITY TO THE PUBLIC

- 2.1 Members shall comply with all federal, state and local laws, rules, regulations and codes governing business procedures and the practice of interior design in the jurisdictions in which they practice (“Applicable Laws”).
- 2.2 Members shall not seal or sign drawings, specifications, or other interior design documents except where the member or the member’s firm has prepared, supervised or professionally reviewed and approved such documents, as allowed by Applicable Laws.
- 2.3 Members shall at all times consider the health, safety and welfare of the public in spaces they design. Members agree, whenever possible, to notify property managers, landlords, and/or public officials of conditions within a built environment that endanger the health, safety and/or welfare of occupants.
- 2.4 Members shall not engage in any form of false or misleading advertising or promotional activities.
- 2.5 Members shall neither offer, nor make any payments or gifts to any public official, nor take any other action, with the intent of unduly influencing the official’s judgment in connection with an existing or prospective project in which the members are interested.
- 2.6 Members shall not assist or abet improper or illegal conduct of anyone in connection with a project.

## **3.0 RESPONSIBILITY TO THE CLIENT**

- 3.1 Members' contracts with a client shall clearly set forth the scope and nature of the project involved, the services to be performed and the method of compensation for those services.
- 3.2 Members may offer professional services to a client for any form of legal compensation.
- 3.3 Members shall not undertake any professional responsibility unless they are, by training and experience, competent to adequately perform the work required.
- 3.4 Members shall fully disclose to a client all compensation which the Member shall receive in connection with the project and shall not accept any form of undisclosed compensation from any person or firm with whom the member deals in connection with the project.
- 3.5 Members shall not divulge any confidential information about the client or the client's project, or utilize photographs of the project except as is expressly allowed by agreement between the Member and client.
- 3.6 Members shall be candid and truthful in all their professional communications.
- 3.7 Members shall act with fiscal responsibility in the best interest of their clients and shall maintain sound business relationships with suppliers, industry and trades.

## **4.0 RESPONSIBILITY TO OTHER INTERIOR DESIGNERS AND COLLEAGUES**

- 4.1 Members shall not interfere with another interior designer's existing contractual relationship with a client.
- 4.2 Members shall not initiate, or participate in, any discussion or activity which might be reasonably expected to result in an injury to another interior designer's reputation or business relationships.

- 4.3 Members may, when requested and it does not present a conflict of interest, render a second opinion to a client, or serve as an expert witness in a judicial or arbitration proceeding.
- 4.4 Members shall not endorse the application for ASID membership and/or certification, registration or licensing of an individual known to be unqualified with respect to education, training, experience or character, nor shall a Member knowingly misrepresent the experience, professional expertise or moral character of that individual.
- 4.5 Subject to the provisions of section six, members shall only take credit for work that has actually been created by that Member or the Member's firm, and under the Member's supervision.
- 4.6 Members shall respect the confidentiality of sensitive information obtained in the course of their professional activities.

## **5.0 RESPONSIBILITY TO THE PROFESSION**

- 5.1 Members agree to maintain standards of professional and personal conduct that will reflect in a responsible manner on the Society and the profession.
- 5.2 Members shall seek to continually upgrade their professional knowledge and competency with respect to the interior design profession.
- 5.3 Members agree, whenever possible, to encourage and contribute to the sharing of knowledge and information between interior designers and other allied professional disciplines, industry and the public.

## **6.0 RESPONSIBILITY TO THE EMPLOYER**

- 6.1 Members leaving an employer's service shall not take drawings, designs, photographs, data, reports, notes, client lists, or other materials relating to work performed in the employer's service except with permission of the employer.

- 6.2 Members shall not divulge any confidential information obtained during the course of their employment about the client or the client's project.

## **7.0 ENFORCEMENT**

- 7.1 The Society shall follow standard procedures for the enforcement of this Code of Ethics and Professional Conduct as approved by the Society's Board of Directors.
- 7.2 Members having a reasonable belief, based upon substantial information, that another member has acted in violation of this Code of Ethics and Professional Conduct, shall report such information in accordance with accepted procedures.
- 7.3 Any deviation from this Code of Ethics and Professional Conduct, or any action taken by a Member which is detrimental to the Society and the profession as a whole shall be deemed unprofessional conduct subject to discipline by the Society's Board of Directors.

## Procedures for Filing an Ethics Complaint

ASID procedures regarding a complaint filed against a member of ASID are as follows:

1. The individual against whom an ethics complaint is made must be a current member in the Society (the “member”). The complaint must be in writing, signed by the complaining party (the “complainant”), shall state the matter complained of in detail, and be accompanied by all materials the complaining party wishes to bring to the attention of the Society (collectively referred to as “complaining materials”).
2. The complaining materials must be sent to Society headquarters within two years of the occurrence of the conduct which is the subject matter of the complaining materials.
3. The complaining materials are forwarded to the Society’s legal counsel for review and to determine if the conduct complained of involves a possible violation of the Society’s Code of Ethics, or might otherwise constitute conduct detrimental to the Society or the profession.
4. If legal counsel decides the complaining materials do not involve a possible violation, the complainant is informed and the matter is closed. If legal counsel decides the complaining materials may involve a possible violation, the complaining materials are sent by the Society to the member with a request for a written response from the member to the complaining materials within 21 days. The response shall be in writing, signed by the member, and shall be accompanied by all materials the member wishes to bring to the attention of the Society in response to complaining materials (“responding materials”).
5. The complaining and responding materials are then reviewed by the Society’s ethics committee to determine whether there is sufficient evidence to warrant a disciplinary proceeding. In making their determination, the ethics committee may request additional information from either the complainant or the member. A copy of any such additional information provided by a party will, if the matter proceeds to a disciplinary hearing, be provided by the Society to the other party prior to the date of the hearing.
6. If the ethics committee concludes that a disciplinary hearing is not warranted, both parties are informed in writing of such determination and the matter is closed.

7. If the ethics committee determines that a disciplinary hearing is warranted, then the Society shall send a notice of the disciplinary hearing to the parties by certified mail, return receipt requested, (with a copy by ordinary mail) not less than 45 days prior to the date of the disciplinary hearing. The notice of disciplinary hearing shall specify the date, time and place of the hearing.
8. Either party may submit such other written materials they wish to bring to the attention of the disciplinary committee (“additional materials”), provided such additional materials are received at Society’s headquarters no later than 20 days preceding the hearing date. A copy of additional materials submitted by a party must be sent by the submitting party to the other party by certified mail, return receipt requested, so that the same materials will be received by the other party no later than 20 days preceding the hearing date.
9. The Complainant shall be required to participate in the hearing in the manner described below. If the Complainant fails to participate in the hearing for any reason, the complaint will be dismissed as against the Complainant with prejudice to Complainant’s right to file another complaint against the accused member in connection with the subject matter that was set forth in the complaint. The complainant and the accused member may appear personally and by counsel and may produce such witnesses as they determine (revised 1/98). Alternately, the complainant and the accused may elect to participate in the hearing via video teleconferencing or telephone conference call, provided such technology is available at the site of the hearing and all costs as reasonably determined by the Society are paid in advance by the party to the complaint requesting either video teleconferencing or a conference telephone call. In such regard, the complainant and the member shall each provide the Society with written notice, no later than 20 days prior to the hearing date, containing information as to how they plan to participate in the hearing, a telephone number where they may be reached on the date of the hearing, and a list of witnesses if applicable. Each submitting party must also send a copy of the written notice to the other party by certified mail, return receipt requested, so that the same information will be received by the other party no later than 20 days preceding the hearing date.
10. No stenographic transcript of such hearing shall be made unless it is specifically requested and paid for in advance by the requesting party.

(Adopted by the National Board 10/10)



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