

# ASID Code of Ethics and Professional Conduct



## 1.0 PREAMBLE

Members of the American Society of Interior Designers are required to conduct their professional practice in a manner that will inspire the respect of clients, suppliers of goods and services to the profession and fellow professional designers, as well as the general public. It is the individual responsibility of every member of ASID to uphold this code and bylaws of the Society.

## 2.0 RESPONSIBILITY TO THE PUBLIC

- 2.1 Members shall comply with all existing laws, regulations and codes governing business procedures and the practice of interior design as established by the state or other jurisdiction in which they practice.
- 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, rules and regulations.
- 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. If, during the course of a project, a Member becomes aware of an action to be taken by, or on behalf of the Member's client, which in the Member's reasonable opinion is likely to result in a material adverse effect on the health, safety and welfare of persons occupying or using the space, the Member shall refuse to consent to, or participate in that action, and if required by law and/or under circumstances the Member deems reasonably prudent to do so, the Member shall report such action to the governmental agency having jurisdiction over the project.
- 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 any project.



### **3.0 RESPONSIBILITY TO THE CLIENT**

- 3.1 Members' contracts with clients shall clearly set forth the scope and nature of the projects involved, the services to be performed and the methods of compensation for those services.
- 3.2 Members shall not undertake any professional responsibility unless they are, by training and experience, competent to adequately perform the work required.
- 3.3 Members shall fully disclose to a client all compensation that 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.
- 3.4 Members shall not divulge any confidential information about the client or the client's project, or utilize photographs of the client's project, without the permission of the client.
- 3.5 Members shall be candid and truthful in all their professional communications.
- 3.6 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 the performance of another interior designer's contractual or professional relationship with a client.
- 4.2 Members shall not initiate, or participate in, any discussion or activity which might result in an unjust 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 of that individual.
- 4.5 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 should 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, 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 A member shall not unreasonably withhold permission from departing employees to take copies of material relating to their work while employed at the member's firm, which are not proprietary and confidential in nature.
- 6.3 Members shall not divulge any confidential information obtained during the course of their employment about the client or the client's project or utilize photographs of the project, without the permission of both client and employer.

## **7.0 ENFORCEMENT**

- 7.1 The Society shall follow standard procedures for the enforcement of this code as approved by the ASID Board of Directors.
- 7.2 Members having a reasonable belief, based upon substantial information, that another member has acted in violation of this code, shall report such information in accordance with accepted procedures.
- 7.3 Any violation of this code, 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 ASID Board of Directors.
- 7.4 If the Disciplinary Committee decides the concerned Member did not violate the Society's Code of Ethics and Professional Conduct, it shall dismiss the complaint and at the concerned Member's request, a notice of exoneration from the complaint shall be made public. If the Disciplinary Committee decides that the concerned Member violated one or more provisions of the Society's Code of Ethics and Professional Conduct, it shall discipline the concerned Member by reprimand, censure, suspension or termination of membership. The Disciplinary Committee may, in its discretion, make public its decision and the penalty imposed. The Disciplinary Committee does not impose any other form of penalty. The Disciplinary Committee cannot require payment of any monies or mandate certain action to be taken by the concerned Member.