



RAIC | IRAC

Royal Architectural Institute of Canada
Institut royal d'architecture du Canada

RAIC Member Code of Conduct

More than 5,000 Canadian professionals in the built environment call RAIC their advocate for a strong future for architecture in Canada. RAIC and its members strive to build an inclusive, creative and engaging community that supports the Canadian built environment through advocacy, professional growth and through the promotion of excellence. With this role comes a responsibility for members to commit to ethical standards that promote the goal of excellence in the built environment and advocacy for responsible architecture.

All members will be asked to acknowledge that they will abide by the RAIC Member Code of Conduct when they complete their membership renewal.

PURPOSE

To ensure members of the Institute are acting ethically and with integrity.

A code of conduct reflecting the direction that all members demonstrate the highest standards of ethical conduct and integrity in all public and professional relationships. It is a moral anchor that assures the public and others that members of the organization strive for the highest standards of ethical conduct.

It must always be used in conjunction with relevant federal and provincial legislation and with regulations, policies, procedures, and standards that regulate professional practice.

APPLICATION

This principle sets the code of conduct expected of all members of the RAIC and is a condition of membership. It applies to all members, irrespective of their membership type, the role they fulfill, or the jurisdiction in which they work.

IMPLEMENTATION

RAIC's Member Code of Conduct embodies aspirational ethical standards for its members, Committees, Task Forces, Chapters and Networks. While adherence to the aspirational ethical standards is not easily measured, conducting themselves accordingly is an expectation that members have of themselves as professionals.

The ethical concepts which this Member Code of Conduct embraces are respect, responsibility, fairness, and honesty.

- **Respect:** Respect is demonstrating a high regard for one's self, others, and the resources entrusted to them. Those resources may include people, money, reputation, the safety of others, and natural or environmental resources. An environment of respect engenders trust, confidence, and performance excellence by fostering cooperation – an environment where diverse perspectives and views are encouraged and valued.
- **Responsibility:** Responsibility is taking ownership for the decisions one makes or fails to make, the actions one takes or fails to take, and the consequences that result.
- **Fairness:** Fairness is making decisions and acting impartially and objectively. A member's conduct must be free from competing self-interest, prejudice, and favouritism.
- **Honesty:** Honesty is understanding the truth and acting in a truthful manner both in one's communications and in one's conduct.

As a RAIC Member, I will:

- ✓ *Abide by the published rules of RAIC;*
- ✓ *Abide by the bylaws of the RAIC;*
- ✓ *Act honestly, transparently and with integrity in all professional and business practices to uphold the reputation of the profession;*
- ✓ *Act in the general interest and will not use my position to unfairly benefit myself, my employer, or others;*
- ✓ *Act, support, respect, and abide by the appropriate laws and in general that apply to personal conduct;*
- ✓ *Commit to maintaining and enhancing the reputation and standing of the architecture profession, and to inspiring public trust and confidence by treating everyone with dignity and respect in all interactions;*
- ✓ *Conduct myself in a professional manner in all interactions. As a member I am an ambassador of the RAIC and as such am encouraged to reflect a professional image at all times;*
- ✓ *Conduct all business with RAIC and its partners with professionalism and respect.*
- ✓ *Promptly pay membership fees as part of continued membership and keep my information updated;*
- ✓ *Respect diversity;*
- ✓ *Refrain from harassment, abuse or discrimination against colleagues, employees, students, volunteers and staff. No form of harassment, including either sexual or personal harassment, will be tolerated, whether it involves members or members of the public and complaints of harassment will be treated as a serious matter;*
- ✓ *Refrain from inappropriate behaviour such as offensive pictures, jokes, racial slurs, misuse/abuse of alcohol and other behaviours deemed offensive will not be tolerated.*
- ✓ *Will reject and will not make any offer of bribery or unethical inducement;*
- ✓ *Will not knowingly hold, assume, or accept a position in which interests conflict with commitment or role to RAIC;*

- ✓ *Will not make any statement on behalf of RAIC or purport to represent RAIC through any public medium, including digital social media, unless authorized to do so by RAIC;*
- ✓ *Will not knowingly discredit or make derogatory comments about the RAIC;*
- ✓ *Will be reasonable and fair in all dealings with other members and resolve any conflict in a mature and professional manner.*

FAILURE TO COMPLY AND REPORTING

Should a member fail to meet the conditions of this Code of Conduct, RAIC may, at its sole discretion, decide on the appropriate disciplinary action to take. RAIC reserves the right to revoke membership that has been granted in the event that a member violates the RAIC Member Code of Conduct. The revocation proceedings are specified in the bylaws governing RAIC and provides protection of the rights of any individual who may be subject to revocation of membership.

If an individual believes that a member has failed to comply, they must report it to the CEO or the President of the RAIC. Anonymous reporting is accepted. All reported violations will be investigated by the appropriate individual or committee, and will be reported to the parties involved, as well as to the Board. Any mischievous or malicious reporting of failure to comply will itself constitute a breach of the principle and could be subject to disciplinary action. Any retaliation against a person who has acted in good faith could be subject to disciplinary action.

BREACHES TO THE CODE OF CONDUCT

Every member is expected to be aware of, and act in compliance with the RAIC Member Code of Conduct. Violation of the principles set out in the RAIC Member Code of Conduct is a serious matter and may result in sanctions and other actions deemed appropriate by the RAIC Board of Directors, including but not limited to termination of membership.

Actions may include, but is not limited to:

- Corrective action
- Written reprimand
- Suspension
- Dismissal from the board and/or committees and/or other volunteer engagement and appointments
- Revoked membership

REVIEW

This principle will be reviewed periodically, and changes recommended by the RAIC Governance Committee and approved by the RAIC Board of Directors. A copy of this principle will be provided annually to all RAIC members.

By applying for membership to RAIC you indicate that you have accepted and will abide by the RAIC Membership Code of Conduct as published from time to time.