



Belize Association of Planners

Dated 27 April, 2014

Code of Ethics and Professional Conduct

The members of Belize Association of Planners (BAP) are dedicated to upholding the highest standards of professionalism, integrity and competence. The following set of guidelines, Code of Ethics and Professional Conduct (Code), is to be used for the conduct of the members in fulfilling their obligation as a member of BAP (Member). The guidelines are arranged in two sections: Aspirational Principles and Rules of Conduct. Aspirational Principles are broad principles of conduct that all members shall strive to achieve. These principles are derived for the special responsibility that the profession of planning bears towards protecting the interest and welfare of the general public. However, an allegation that we failed to achieve our aspirational principles cannot be the subject of a misconduct charge or be a cause for disciplinary action. Rules of Conduct are more specific actions that are mandatory for the members to abide by. Violation of any of these Rules of Conduct may lead to disciplinary actions by BAP.

This document must be reviewed periodically and updated to address specific conditions or circumstances as deemed necessary.

I: General Obligations

Aspirational Principle: Members should strive to maintain the highest level of professional integrity, proficiency and knowledge, to contribute to the growth of the profession of planning, are always mindful of the social and environmental consequences of our actions, and safeguard public interest.

Rules of Conduct:

- 1) Members shall avoid any potential conflict of interest that compromises their obligation to the profession as a Member.

- 2) Members shall not use his/her position for direct personal gain or other members of the immediate members of the family.
- 3) Members shall meet or exceed the minimum requirement for continuing education as prescribed by BAP from time to time.
- 4) Members shall not have blatant disregard for their social and environmental responsibilities and shall not knowingly make decisions that will have adverse consequences for the public at large.

II: Obligation to the Public

Aspirational Principle: Members should through their personal and professional capacities serve, promote and safeguard the public interest including pro-bono services for appropriate causes, groups of people or in other emergencies.

Rules of Conduct:

- 1) Members making public comments and/or assuming an advocacy role on any planning issues, shall disclose if (s)he is being compensated for the services rendered and by who.
- 2) Members serving in public capacity shall not accept gifts or any other form of compensation intended to influence their judgment.
- 3) Members in their capacity as planners shall not knowingly violate any local and or central government laws.

III: Obligation to the Client

Aspirational Principle: Members should serve their clients in a professionally competent manner with diligence, creativity and should always exercise unprejudiced and unbiased judgment.

Rules of Conduct:

- 1) Members shall undertake professional services when they, together with those who they may engage as consultants, have the necessary technical expertise and are competent and qualified to perform the necessary tasks.
- 2) Members shall not intentionally mislead existing or potential clients about their abilities and the results they can achieve through their services nor shall the Members commit to achieving results by means that violate applicable laws and or parts of the Code.
- 3) Members shall avoid any conflict of interest or even an appearance of one in accepting assignments from clients.

- 4) Members shall not use, to their personal advantage and or for any other future clients, any confidential information gained as a result of the Members' engagement with previous clients.

IV: Obligation to the Profession

Aspirational Principle: Members should uphold the highest level of integrity and dignity for the profession by conducting themselves in honest and fair manner, continuously improving professional knowledge and skill, keeping the profession relevant to the community and to everyday lives of people and creating a better understanding of planning activities among general public and decision makers.

Rules of Conduct:

- 1) Members speaking in their professional capacity shall not knowingly mislead the public or intentionally distort the facts to achieve specific results.
- 2) Members shall make reasonable effort to assure that the conduct of those who work under their supervision comply with this Code.
- 3) No member shall act with reckless indifference, commit any wrongful act, whether or not specified by this Code of Conduct, that reflects negatively toward the professional standard of BAP and question the professional fitness of the Member.
- 4) Members with sufficient evidence to substantiate a reasonable belief of wrong doing or violation of this Code by another Member shall file a complaint with BAP Ethics Council.
- 5) Every Member shall strive to contribute a reasonable amount of time or other resources to the betterment of the community through community involvements, helping with professional development of students and or other activities organized by BAP to raise awareness of the profession and its importance in everyday life.

V: Obligation to Colleagues

Aspirational Principle: Members should respect the rights and acknowledge the professional contribution of their colleagues.

Rules of Conduct:

- 1) Members shall not bring frivolous or unsubstantiated ethical misconduct against a colleague.
- 2) Members shall not use the threat of filing ethical misconduct charges to gain or attempt to gain advantage in dealing with another planner.

- 3) A Member shall not retaliate against another Member who may have brought ethical misconduct charges against him/her or is cooperating in the investigation on the charges.
- 4) Members shall recognize and respect the professional contributions of their employees, their employers, professional colleagues and business associates.

Applicability, Enforcement and Amendment

Application:

The Code of Ethics and Professional Conduct is applicable to professional activities of all members of BAP.

Enforcement:

Enforcement of the Code of Ethics and Professional Conduct is administered by a five (5) member Ethics Council, appointed by the Board of Directors and will be Chaired by the Director of Membership and Professional Practice.

Formal charges can be filed directly with the Ethics Council by a Member or anyone directly aggrieved by the conduct or action of a Member.

Disciplinary actions imposed by the Ethics Council include:

1. Admonition
2. Censure
3. Suspension of membership for a period of time
4. Termination of membership

All proceedings are confidential, however, all disciplinary actions shall be made public.

Ruling by the Ethics Council can be appealed to the Board of Directors.

Amendment:

The Code of Ethics and Professional Conduct may be amended from time to time by the Board under the same procedures as are necessary to amend the bye laws of BAP.