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March 2021

## MIID Practice Notes

# STANDARDS OF PROFESSIONAL CONDUCT AND PRACTICE FOR INTERIOR DESIGNERS

by

**Ar. IDR Abdul Halim Suhor**

MIID Corporate Member (M420)

**Ar. IDR Chris Yap Seng Chye**

MIID Fellow Member (F10)

## GENERAL

Standard of Professional Conduct and Practice outlines the general Professional Conduct and self-discipline expected of Corporate Members of The Malaysian Institute of Interior Designers (MIID) registered with Lembaga Arkitek Malaysia who can provide such Consultancy Services and are to abide by this Standard of Professional Conduct and Practice. This would enable Interior Designers to be the autonomous decision-maker when delivering consultancy services.

The Second Schedule, Part Three, Rule 28; Subrule 28(4) of the Architects Act 1967 (Act 117) is the Code of Conduct in practice expected of registered Interior Designers under Act 117 to abide by at all times. Every Interior Designer is expected to be guided in their professional conduct and professional work by complying with Acts and Rules, faithful discharge of duties and obligations, have integrity and respect for the legitimate rights and interests of others.

A disciplinary order may be brought against any Interior Designer who fails to abide by this Code of Conduct if the individual is convicted of a criminal offense and fails to meet the Standard of Professional Conduct, relevance to the fitness to practice as an Interior Designer this will inevitably result in disciplinary proceedings.

## OBJECTIVE OF THE CODE

The objective of the Code of Conduct is to promote the standard of professional conduct and self-discipline required of Interior Designers in the interest of the public.

## \*1.0 COMPLIANCE WITH ACTS AND RULES

### 1.1 An Interior Designer shall :

- a) prior to commencing an Interior Design Consultancy Practice, submit a proposed name of the interior design consultancy practice to the Lembaga Arkitek Malaysia (LAM) to obtain their approval.
- b) be permitted to establish a branch office following the guidelines or circulars issued by LAM
- c) have letterheads listing only the names of the sole proprietor, partners or directors with their respective qualifications and designations.
- d) be permitted to insert any announcements or felicitations in the press that are following the guidelines or circulars issued by the LAM
- e) use calling cards that shall contain accurate particulars concerning his qualification and designation.
- f) exhibit a signboard containing the name of his name or practice outside his office or branch offices provided that all statutory requirements concerning signboard have been complied with and are following the guidelines or circulars issued by LAM.

## \*2.0 FAITHFUL DISCHARGE OF DUTIES AND OBLIGATIONS

### 2.1 An Interior Designer shall:

- a) maintain a standard of service and competence in areas relevant to his work by continually upgrading his knowledge and skill.
- b) ensure that his employees are competent and are being supervised to perform the task to the professional standard and shall not by misrepresentation, commit fraud or deceit undermine the confidence of persons dealing with the Interior Designer or his employees.
- c) administer the interior design contract competently and shall be fair in any dispute that may arise between the client and the building contractor
- d) only undertake services where he can ensure that he possesses adequate knowledge, abilities and resources to fulfill his commitments to his client in every aspect.
- e) exercise a reasonable standard of skill and diligence normally accepted by his profession in respect of but not limited to the following:
  - i. all forms of certification;
  - ii. contract administration;
  - iii. site supervision; and
  - iv. compliance with statutory requirements.
- f) prior to commencing services, notify the client in writing of the conditions of engagement, fees and charges, including the method of calculating the fees, in respect of the following:
  - i. scope of work;
  - ii. allocation of responsibilities;
  - iii. limitation of responsibilities, if any; and
  - iv. termination of services,
- g) within sixty days from the date, the notification is duly served on the client, obtain the client's agreement in writing regarding the conditions of engagement, fees and charges. Notwithstanding this, the client will be considered to have agreed to such conditions of engagement and scale of professional fees and charges, should the client agrees by conduct to such conditions, fees and charges.
- h) in the course of providing his services ensure that he does not contravene all Acts and Regulations on public safety.

## \*3.0 INTEGRITY

### 3.1 An Interior Designer shall not:

- a) while practicing his profession, carry on or engage in any trade or business which is not in line with the proper execution of his

\* Refers to the Architect Rules 1996-parts 3, Code of Conduct for Interior Designers [Sub Rule 28(4)]

duties and he must not hold, or consciously accept a position in such trade that has a conflict of interest.

- b) endorse any material, component, services or product relating to the construction industry by the use of comparative statements.
- c) make misleading, deceptive or false statements or claims about his qualifications, experience or performance and shall accurately state the scope and nature of his responsibilities in connection with work for which he is claiming credit.

### 3.2 An Interior Designer may:

- a) publish or consent to the publication of illustration, written article, circular, brochure, book or any media presentation any project for which he has been responsible whether individually or in collaboration is factual, relevant, not misleading or unfair to others.
- b) advertise his services by any public means, where such advertisement is following the guidelines or circulars issued by the Lembaga Arkitek Malaysia.
- c) for all matters specified in subparagraphs (d) and (e), the publication or any other permitted advertisement of such matters shall not contain any comparative or superlative description of the Interior Designer or his practice.
- d) advertise for the invitation of tenders concerning a project, an appointment or the change of particulars of his practice, where such advertisement is following the guidelines or circulars issued by the Board.
- e) participate in a forum or be interviewed by the media to promote interest in interior design, the profession or the built environment.

### 3.3 An Interior Designer shall:

- a) observe the confidentiality of his client's affairs and shall not disclose confidential information without the prior written consent of the client, unless ordered by the court or other lawful authority
- b) not give or offer remuneration or other inducements for the introduction of a client
- c) not accept any discount, gift, commission or any form of inducement from contractors, tradesmen or suppliers in connection with the works and duties entrusted to him and shall not permit his employees to receive such discount, gift, commission or inducement
- d) not permit the insertion of any clause in tenders, bills of quantities or other contract documents which provide for payments to be made to the Interior Designer. Unless it is following the guidelines or circulars issued by the Board and with the full knowledge of his client

### 3.4 An Interior Designer:

- a) if appointed as a member of a governmental or statutory body with the power to approve development applications, shall not take part in the decision-making process of such development applications in which he or his practice is directly or indirectly involved.
- b) Shall not fail to disclose to his clients, owners or contractors significant circumstances known to him that could be construed as creating a conflict of interest
- c) providing services of an Interior Designer and who carries on business as an Interior Designer shall be remunerated solely by service fees payable by his client. An Interior Designer in employment shall be paid by salary and other benefits agreed with his employer, and he shall be debarred from any other source of remuneration in connection with such services rendered.

## 4.0 RESPECT FOR THE LEGITIMATE RIGHTS AND INTERESTS OF OTHERS

### 4.1 An Interior Designer shall:

- a) not attempt to replace or compete with another person registered under Act 117, who has already been engaged by a client to secure a commission by a reduction of fees or otherwise.
- b) before proceeding with instructed works while knowing another Interior Designer has been engaged, shall communicate in writing to obtain a letter of release or obtain such letter through his prospective client, provided that this requirement may be waived at the discretion of the LAM
- c) not be prohibited as an Interior Designer who is a director of a registered corporation from receiving remuneration for services as a director.
- d) at all times act honourably towards other persons registered under this Act 117.

## CONCLUSION

The practice and adherence to an Interior Designer's Code of Conduct during the discharge of his professional services are the responsibility of every member of MIID for the good of the profession and of public concern. MIID expects every Interior Designer to practice, abide and observe with strict adherence to this Code of Conduct at all times.