



CODE OF ETHICS

Approval
Board approval required every two (2) years

4 March 2026
Revision 2



1. PURPOSE

The Code of Ethics exists to provide Building Officials Institute of New Zealand (Institute) members with authoritative guidelines on what are deemed to be acceptable standards of professional conduct. As such, the Code represents a minimum standard of behaviour for members of the Institute. While the Code covers specific issues, members are expected generally to achieve levels of professionalism exceeding the minimum required in both competence and conduct.

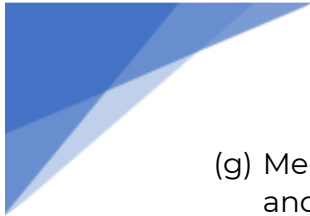
Members shall at all times honour the Vision and Mission of the Institute, its Code of Ethics and Code of Conduct Policies, ensuring the protection of the Institute's services and intellectual property developed for the benefit of the members.

2. SCOPE

This policy applies to Members and Officers of the Institute as defined in the Constitution.

3. RULES OF CONDUCT

- (a) Members shall act in the best interests of the public, fellow members of the Institute, employer, and fellow employees; and promote the building professions reputable and respected business.
- (b) Members shall be loyal to the Institute, actively contribute to its work and standing in the industry and encourage other members to do likewise.
- (c) Members shall demonstrate professional competence by conducting themselves in a reputable and professional manner that shall not prejudice the status of the Institute.
- (d) Members shall refrain from open public criticism of fellow members or publicly express any opinion on the professional performance of other members. Such criticism shall be confined to appropriate formal hearings with professional courtesy and integrity.
- (e) Members shall not disclose any confidential information or matters related to their work or profession or the business of their employer without the express authority of the employer.
- (f) Members shall not engage in any fraudulent or dishonorable activity, nor entertain or accept any covert reward, or profit, or use any information obtained in their professional capacity for personal gain.

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- (g) Members shall demonstrate professional competence and skills and shall involve themselves in continuing education and training particularly towards new technology and innovations.
 - (h) Members shall resist any possibility of conflict of interests in meeting their professional responsibilities.
 - (i) Members shall submit reports and proposals in a factual, unbiased and positive manner within the bounds of their competence.

4. BREACH OF ETHICS – PROCEDURES

A member through the Institute's application process confirms and accepts both the Institute's Code of Ethics and Code of Conduct (Rule 8 of the Constitution).

The Institute shall undertake an investigation should a complaint be made against any member under its Dispute Resolution process (Rule 54 of the Constitution).

Both the Complainant and Complainee have the right to be heard during the process.

The result of a complaint investigation under Rule 62 of the Constitution could be one of the following:

- (a) Reprimanding or admonishing the Member; and/or
- (b) Suspending the Member from Membership for a specified period; or
- (c) Terminating the Member's Membership.

5. DETAILED PROCEDURES

Should the matter relating to the alleged breach be under formal review by any other recognised authority including judicial process, the Institute shall withhold any action pending the outcome of such review.

The Institute may at its sole discretion, consider if it is appropriate to

- (a) Support a Complainant to report concerns about a Member to an appropriate third party.
- (b) Assist any third party with an investigation against a Member; and/or
- (c) Refer any concern of unlawful conduct by a Member to the appropriate authority or investigative body.

RELATED DOCUMENTS:

- Constitution
- Vision and Mission of the Institute
- Code of Conduct Policy
- Conflict of Interest Policy

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- Potential Conflict of Interest Declaration
- Conflict of Interest Register

DOCUMENT CONTROL

Amendment #	Amendment Date	Changes	Approved On	Signature
Original	24 February 2022	None	15 March 2022	Nick Hill
Original	18 May 2023	None	21 May 2023	Nick Hill
Revision 1	20 February 2024	Updated to reflect alignment with new Constitution and minor formatting to standardise Policies	28 February 2024	Nick Hill
Revision 2	February 2026	Reviewed and updated. Scope added. Administrative changes made.	4 March 2026	Nick Hill