

BNA Code of Conduct

Responsibility, Integrity and Professionalism

The Code of Conduct Responsibility, Integrity and Professionalism of the Royal Institute for the Promotion of Architecture / Dutch Architects Union BNA, the professional association of architecture practices in the Netherlands, indicates how members want to behave in the exercise of their profession and towards society, their clients, building partners, colleagues and employees.

CORE VALUES

The Code of Conduct is based on three core values: responsibility, integrity and professionalism.

Responsibility

BNA Architecture practices are aware of the public interest in the way that they function in society and of the contribution that they can make to the development of the spatial environment while exercising their profession. They are aware of the responsibility they carry for their work, and behave, within the context of their commission, with respect for people, society and the environment.

As employers and as commissionees, BNA architecture practices act at all times according to the principles of inclusivity and (gender)diversity. They treat everyone - regardless of gender, (ethnic) background, sexual orientation, religion or (work) disability – with respect and on the basis of equality.

Their concern is both for the built and the unbuilt environment and for the participants in the processes in which they are professionally involved.

Integrity

BNA Architecture practices exercise their profession conscientiously. BNA Architecture practices do not engage in unfair competition and respect the principles of good employment.

As commissionees in a position of trust, they independently represent the interests of the client, without being objectionably influenced by secondary interests. BNA Architecture practices treat the confidential information they receive in the context of a commission accordingly.

Professionalism

When exercising their profession, BNA architecture practices act competently and professionally. They are aware of the knowledge, skills and financial and technical resources necessary for their work. Their professionalism is also apparent in their ability to organize and control processes appropriately and provide solid business management. BNA Architecture practices contribute to a good

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working relationship with their colleagues and other participants in the building process. In relationships with clients, they communicate clearly and provide lucid information.

PRACTICAL IMPLEMENTATION

1 If BNA architecture practices consider a commission to be in conflict with their responsibilities for people, society and the environment, they will bring this to the attention of the client and do their best to eliminate the conflict.

2 BNA Architecture practices are transparent about business and personal interests that may influence their work in one way or another.

3 BNA Architecture practices do not negotiate or accept any financial or other benefits from third parties, nor do they grant these to third parties in obtaining, accepting or executing a commission, other than the remuneration agreed upon with the client.

4 BNA Architecture practices keep abreast of developments relevant to their field and ensure that their knowledge and skills as well as that of their employees are at the required level.

5 BNA Architecture practices ensure that they and their employees have sufficient expertise, skills and capacity, or call in external expertise, to carry out the commission.

6 BNA Architecture practices accept commissions on the basis of conditions in which the mutual rights and obligations of commissioner and commissionee are stipulated properly.

7 If BNA architecture practices are asked to review or take over the work of another BNA architecture practice, they do so in a careful manner with respect for the work of the colleague, also in view of the interests of the client.

8 BNA Architecture practices duly recognize the work of employees, advisors, colleagues and others that took part in the design.

COMPLIANCE

This code applies to all members of the BNA.

As employers, BNA architecture practices inform employees about this code and ensure that they abide by it. BNA Architecture practices ensure that this code is respected by all persons employed by or associated with the practice. Directors are responsible for this and will be called to account in the context of the enforcement of this code.

ENFORCEMENT

BNA members will observe the BNA Code of Conduct Responsibility, Integrity and Professionalism and the laws and regulations of the country in which they exercise their profession, regardless of the rights and obligations arising from membership of the BNA.

Compliance with the Code is monitored by the Supervisory Board and the Board of Appeal. The manner in which complaints can be filed and how they are handled is defined in the procedural rules and the regulations of the Supervisory Board and the Board of Appeal.

Complaints about personal members who work for an office member shall be deemed to be directed against the officemember.

This Code was adopted by the general meeting of the Royal Institute for the Promotion of Architecture / Dutch Architects Union BNA, held on 20 November 2019.

This Code of Conduct is an English translation of the “Gedragscode Verantwoordelijkheid, Integriteit en Professionaliteit” of the BNA. The Dutch text is binding and prevails in the event of discrepancies or inconsistencies between the Dutch text and the English.