

SINGAPORE INSTITUTE OF LANDSCAPE ARCHITECTS.

CODE OF PROFESSIONAL CONDUCT AND ETHICS.

April 2019

INTRODUCTION.

The Professional Person.

Landscape Architects are individuals who have studied, trained and become qualified to enter the profession of Landscape Architecture.

This profession, and its representative body, the Singapore Institute of Landscape Architects, is dedicated to participate actively in the landscape aspects of urban and rural planning, policy, design, implementation of projects, education and research. Landscape Architects will work with organisations, governments, companies, institutions and other professionals from related disciplines to improve and conserve the condition of built and natural environments of all kinds and in all places.

To be worthy of the title Landscape Architect, a high level of personal integrity and seriousness of manner is required. This is demonstrated by upholding high standards of behaviour and diplomacy, and by being competent, skilful and assured by proven experience.

These high standards, required throughout the working life of professional Landscape Architects, are guided by the Constitution of the Singapore Institute of Landscape Architects (SILA), and the SILA Code of Professional Conduct and Ethics.

The Landscape Architect is expected to show his or her professional capabilities and integrity by self-discipline in work and lifestyle. Landscape Architects need to be straightforward, transparent and honest in their interaction with colleagues, clients, authorities, other professions, contractors, institutions and society as a whole.

Whilst there is limited framework for disciplinary action within the Constitution, a professional Landscape Architect should be guided by the spirit of the Code, as much as by its express terms. Landscape Architects need to be aware that it is deemed un-professional to demonstrate a pattern of unacceptable professional conduct, or display repeated professional incompetence.

Professional Code Standards

1. **Stewardship.** Landscape Architects have a responsibility through their work, to enhance and sustain the quality of all forms of environment, built and natural, in which they are engaged, for this and future generations.
2. **Dignified Behaviour.** Landscape Architects have a responsibility in behaviour and all forms of communication, to uphold the reputation and dignity of their profession and professional body, going beyond the interests of the individual or organisation in representing the collective reputation of all Landscape Architects.
3. **Promoting the Profession.** Landscape Architects are expected to actively and positively promote the profession and its stated objectives and standards. They shall avoid all forms of negative and

possibly damaging correspondence and media pertaining to individuals, the profession, projects, clients or authorities.

4. **Setting an Example.** All Landscape Architects are expected to actively and positively promote the aims and objectives of professional institutions and encourage this in new staff, colleagues and co-professionals. This will include the International Federation of Landscape Architects (IFLA) and Singapore Institute of Landscape Architects (SILA),
5. **Sustaining Personal Integrity.** Landscape Architects must act at all times to sustain their integrity and prevent actions or situations which are inconsistent with their professional obligations. This includes knowing appropriate laws that may apply, respecting privacy, upholding confidentiality, preventing any form of discrimination, conflicts of interest, corruption and bribery.
6. **Capacity to Deliver.** Landscape Architects should only take on professional work which they are qualified to do, and they must have the capacity and resources to provide proper professional and technical competence to complete the task until the stated completion of the assignment.

It is a professional duty to provide a full service according to the particular defined Scope of Services, and to provide that service unequivocally.

7. **Continuing Professional Development.** Landscape Architects at all levels, from Graduates to Directors, are required, for the purposes of Accreditation as well as to maintain an updated accumulation of knowledge and technology, to upgrade their professional competence through Continuing Professional Development (CPD). This process continues throughout the Landscape Architect's career.

Senior professionals should take on the role of mentoring younger Landscape Architects on the many aspects of a professional person's working life, skills, knowledge, relationships and responsibilities that embrace the intent of CPD.

8. **Organisation and Management.** Landscape Architects are expected to organise and manage their professional work in a responsible way to offer optimum and agreed services to Clients, and to facilitate the work of other professions and trades. The Landscape Architect's office must be able to function efficiently, with suitably qualified and supervised staff.

Landscape Architects should not undertake professional work until the terms of the contract have been agreed and put into writing. This applies to the agreed scope of services, allocation of responsibilities, agreed fees and payment stages, programme and any provisions or clauses relating to changes and variations, programme, disputes and termination. This will be in the form of a signed Contract Document.

9. **Professional Responsibility.** Landscape Architects must at all times act conscientiously, with full regard to established and recognised technical and professional standards, including having a full understanding of local planning processes, building and allied regulations and laws. These responsibilities will be undertaken in close collaboration with other associated disciplines and trades. Landscape Architects as professionals must be held responsible for their actions, output and advice.
10. **Impartiality.** Landscape Architects, when acting between parties or giving advice, must exercise impartial and independent professional judgement. Impartiality is achieved by ensuring that all sides of an argument, disagreement or debate can be considered and assessed fairly and equally

by all parties, so that sound advice and recommendations can be given and agreed on ways to solve problems and disputes.

- 11. Project Protocols.** Landscape Architects carrying out projects should perform their work with due skill, care and diligence in accordance to programmes set out by the Client and Client's Project Managers, and to the budgets specified by the Client.

This involves working within the framework set out in the Client's Brief and Terms of Reference and the various systems set up for the project, requirements for reviews and monitoring, and for secured documentation of all types, both digital and on paper.

- 12. Honest and Truthful Promotions.** Landscape Architects must only promote their professional services in a truthful and responsible manner, and shall not use for promoting themselves work examples not fully carried out by themselves. This applies to all Landscape Architects even if not a member of the recognised professional institution

For work done in previous organisations, approval to use references must be sought from those organisations, and the format for using any such materials agreed in advance. This includes seeking approval for any photographs, plans and other documents that will be copyright.

Individuals and companies may not claim to have done work they did not do. For adjoining and complementary works such as buildings and structures, (e.g. by Architects and Engineers) Landscape Architects must credit the participants whose work may be illustrated in the landscape setting.

- 13. Management, Legal and Financial Responsibility.** Landscape Architects, especially those in Private Practice or Landscape Companies, are responsible for their own finances and management, and must follow local or national laws with regards to registration, shareholding, taxation, liabilities and legal framework for employment, insurance, manpower regulations, bankruptcy, and all other aspects of running a company in Singapore.

This includes understanding building and other regulations affecting the built-environment professions, and the obligations required within the relationship between Landscape Architects and Qualified Persons who process authority submissions.

- 14. Professional Indemnity Insurance. (PII).** Landscape Architects are expected to have adequate Professional Indemnity Insurance, or, as an individual, to be part of an organisation's Professional Indemnity Insurance Cover. If an individual is employed in a Company, Institution, Authority, Developer, Contractor or Education establishment, he or she is responsible for checking whether they require to be covered by any form of personal, accident, medical or third party cover that will apply to them.

This is especially important to ensure that adequate levels of cover apply, in particular, for work done outside the office or on site. In the current working arena, even small companies taking on limited scale of works, may be required by Clients to have PII Cover.

- 15. Procedures for Complaints.** Landscape Architects and Landscape Organisations need to have a method for dealing with Complaints, and for processing these promptly and appropriately. While complaints will be dealt with by the Company rather than the individual, any proceedings may involve the work of staff and thus may affect the individual, who must be truthful and courteous with the intent to establish an honest and appropriate resolution.

Landscape Architect's International Responsibilities.

Many Landscape Architects will carry out work in overseas countries. All countries have their own culture, heritage, laws, regulations, customs, and environment, both built and natural.

Landscape Architects must learn and understand and respond to these factors when travelling overseas for projects, as much as for foreign Landscape Architects who may come to work in Singapore.

The following list sets out the main obligations and understanding needed to act professionally wherever they may go.

1. To observe all laws and regulations related to professional activities of Landscape Architects in the respective countries that they may be working in.
2. To respect and ensure that local cultures and places are recognised and reflected in the work of visiting Landscape Architects when undertaking work in conjunction with local colleagues in a foreign country.
3. To act in support of other Landscape Architects, co-professionals, colleagues and working partners in their own and other disciplines.
4. Where another Landscape Architect is known to have undertaken work on a project, but the same Client approaches you to take over and work on that project, it is necessary to notify that Landscape Architect formally, and agree a fair procedure for handing over. This applies both in the home market and internationally.
5. To respect the fee and tax regulations that may apply to the profession in countries where such regulations exist, and to be sure to agree on tax terms with overseas Clients, so that fees and tax arrangements are included in the written agreements.
6. To recognise and protect the cultural and historic context and the ecosystem to which the landscape belongs when generating design, planning and management proposals, especially in a foreign country not being your home base.
7. To develop, use and specify materials products and processes which exemplify the principles of sustainable management and landscape regeneration. This includes use of local craftsmanship, locally made products and artefacts and local supplies. Import of arts, crafts and materials should only be considered when local equivalents are clearly not available.
8. To advocate by design, planning and theory, values that support and promote human mental and physical health, facilitate efficient, minimal transport and energy services, contribute to water and vegetation conservation, help to introduce nature and biodiversity into urban areas and to maximise urban greenspace by promoting and using the principles of Singapore's effective policies in urban greening, sky-rise greenery and landscape replacement.