

## Rules

# SAGI Code of Conduct

The South African Geomatics Institute (SAGI) hereby, in terms of the Constitution of SAGI, makes known and implements the following rules in the Schedule.

## SCHEDULE

### Objectives

1. The objectives of this Schedule are to ensure that members -
  - 1.1. apply their knowledge and skill in the interests of society and the environment;
  - 1.2. execute their professional service with integrity, sincerity and in accordance with generally accepted norms of professional conduct;
  - 1.3. respect the interests of their fellow beings and honour the standing of the profession;
  - 1.4. continuously improve their professional skills and those of their subordinates;
  - 1.5. encourage excellence within the Geomatics profession.

### Definitions

2. In this Schedule any expression or word that has been defined in the SAGC Act has that meaning, and unless the context otherwise indicates –
  - 2.1. **"business undertaking" means** any business enterprise or entity, joint venture, consortium, association or any such organization or entity;
  - 2.2. **"information"** includes drawings, designs, records, reports, specifications, calculations, contractual documents, built-records or plans and any other documents, including electronic data, that form part of any of the records

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2.3. **“work”** means any Geomatics work normally carried out by members as well as work ancillary to the core Geomatics work.

2.4. **“professional service”** means conducting any work in a professional and ethical manner.

### **Rules of Conduct: Ethics**

**3.** SAGI members, in fulfilling the objectives contemplated in clause 1 above must comply with the following rules-

#### **Competency**

##### **4. Members : -**

4.1. must discharge their duties to their employers, clients, associates and the public effectively with skill, efficiency, professionalism, knowledge, competence, due care and diligence;

4.2. may not undertake or offer to undertake a professional service of a nature for which their education, training and experience have not rendered them competent to perform;

4.3. must, when carrying out their professional service, engage in and adhere to acceptable practices.

#### **Integrity**

##### **5. Members : -**

5.1. must discharge their duties to their employers, clients, associates and the public with integrity, fidelity and honesty;

5.2. must not undertake any professional service under conditions or terms that would compromise their ability to carry out their responsibilities in accordance with acceptable professional standards;

5.3. must not engage in any act of dishonesty, corruption or bribery;

5.4. must disclose to their employers and clients, or prospective employers or clients, in writing: - relating to a members professional service;

5.4.1. any interest, whether financial or otherwise, which they may have in any business undertaking, or with any person, and which is related to the professional service for which they may be or have been employed;

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and

5.4.2. particulars of any royalty or other benefit which accrues or may accrue to them as a result of the professional service; with the client or employer concerned;

5.4.3. the status pertaining to professional indemnity insurance cover;

5.5. may not, either directly or indirectly, receive any gratuity, or commission or other financial benefit on any article or process used in or for the purpose of the professional service in respect of which they are employed, unless such gratuity, commission or other financial benefit has been authorised in writing by the employer or client concerned;

5.6. must avoid any perceived, real or potential conflict of interest;

5.7. may not knowingly misrepresent, or permit misrepresentation of their own academic or professional qualifications or competency or those of any other person involved with the professional service, nor knowingly exaggerate their own degree of responsibility for any professional service or that of any person;

5.8. must give decisions, recommendations or opinions that are honest, objective and based on facts that are used in reaching recommendations or opinions given to clients or employers;

5.9. may neither personally nor through any other person, improperly seek to obtain an appointment, or by way of commission or otherwise, make or offer to make payment to a client or prospective client for obtaining such appointment;

5.10. may not, unless required by law or by these Rules, divulge any information of a confidential nature which they obtained in the exercise of their duties;

5.11. must notify SAGI immediately if they become aware of a violation of these Rules by any other member;

5.12. must notify SAGI immediately they become insolvent.

5.13. must without delay notify SAGI if they become aware of any SAGI member who is subject to one or more of the following:

5.13.1. removal from an office of trust on account of improper conduct;

5.13.2. being convicted of an offence and sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both.

## **Public Interest**

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## **6. Members : -**

6.1. must at all times have due regard and priority to public health, public safety and public interest;

## **Environment**

### **7. Members must at all times -**

7.1. have due regard for, and in their professional service avoid, adverse impact on the environment; and

7.2. adhere to generally accepted principles of sustainable development.

## **Dignity of the Profession**

### **8. Members : -**

8.1. must order their conduct so as to uphold the dignity, standing and reputation of the profession in general and specifically that of SAGI;

8.2. may not, whether practicing their profession or otherwise, knowingly injure the professional reputation or business of any other member;

8.3. must provide professional services of quality and scope, and to a level, which is commensurate with accepted standards and practices in the Geomatics profession;

8.4. may not knowingly attempt to supplant a member in a particular engagement after the client has employed such member;

8.5. may not advertise their professional services in a self-laudatory manner that is derogatory to the dignity of the profession;

8.6. may not review for a particular client the professional service of another member, except-

reasonable opportunity to submit comments to the client on the findings of the review; or

8.6.2. after receipt of a notification in writing from the client that the engagement of the other member has been terminated; or

8.6.3. where the review is intended for purposes of a court of law or other legal proceedings, including proceedings arising from these Rules or

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proceedings under SAGC.

## **Administrative**

### **9. Members : -**

9.1. may not without satisfactory reasons destroy or dispose of, or knowingly allow any other person to destroy or dispose of, any information within a period of 10 years after completion of the professional service concerned;

9.2. may not place contracts or orders, or be the medium of payments, on their employer's or client's behalf without the written authority of the employers or clients;

9.3. may not issue any information in respect of the professional service prepared by them or by any other person under their direction or control, unless

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9.3.1. such information bears the name of the organization concerned; and

9.3.2. information so issued is dated and signed by the Full Member concerned or another appropriately qualified and authorised person;

9.4. must order their conduct in connection with any professional service outside the borders of the Republic of South Africa in accordance with these rules in so far as they are not inconsistent with the law of the country concerned: Provided that where there are recognised standards of professional conduct in a country outside the Republic, they must adhere to those standards in as far as they are not inconsistent with these rules.

9.5. must always ensure adequate supervision of, and take responsibility for, any professional service carried out by their subordinates;

9.6. must ensure that, while engaged as partners, directors, members or employees of a business undertaking which performs a professional service, the control over the professional service is exercised, and the responsibility in respect thereof is carried out by a Full Member;

9.7. must, when requested by SAGI to do so, in writing provide SAGI with all the information available to them which may enable SAGI to determine which full member was responsible for any act which SAGI may consider prima facie to be improper conduct;

9.8. must notify SAGI without delay of any change of his or her physical address;

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9.9. must within 30 days, reasonable circumstances permitting, respond to correspondence received from clients, colleagues and SAGI in so far as it relates to any professional service or proceedings in terms of these Rules.

## **Price Competition**

### **10. Members : -**

10.1. when requested to submit tender proposals, must structure any offer such as to enable them to discharge their responsibilities to the client adequately in every respect;

10.2. must not, without satisfactory reasons, submit a proposal, whether priced or not priced, for the same or substantially the same project for which proposals have previously been submitted to the same body within the preceding six months;

10.3. must inform SAGI of instances, of which it becomes aware, of a client body putting out a call for proposals for a project within six months of a previous call for the same or substantially the same project;

10.4. must not undertake any professional service for fees and under conditions which may jeopardize the quality of the professional service to be rendered.

## **Short title**

11. This Schedule is called **SAGI Code of Conduct**.

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