

## Consultants' Code of Practice

### A consultant member of the Design and Technology Association:

- shall act in such manner as to uphold and enhance the good standing and reputation of The Design and Technology Association (D&T Association);
- shall not make a public statement claiming an advantage or superiority over other members unless such a claim could be sustained with evidence which would satisfy a court of law;
- shall acknowledge any limitations in his/her knowledge and competence and decline any request for service unless able to perform them in a professional and competent manner; it is recommended that, where appropriate, a consultant member refers such requests to other consultants on the D&T Association list;
- shall not publicise his/her services, or allow his/her services to be publicised, in association with any goods or service available from any other source in such a way as might call into question the independence of his/her professional advice or give rise to a conflict of interest when providing advice or consultancy, shall declare to prospective clients any financial or other interests in relevant organisations providing goods or services and ensure that his/her professional judgment is not influenced by any commercial considerations;
- shall ensure that any publicity for which he/she may be held responsible is accurate, not misleading or likely to cause public offence;
- shall only establish a fee for professional services, when he/she has received sufficient information to enable him/her to assess the nature and scope of the service required;
- shall confirm all fees in writing before undertaking the consultancy against a set specification;
- shall ensure that his/her membership of D&T Association is not used in the promotion of commercial products or services in such a manner as to imply an endorsement of such products or services by D&T Association;
- shall protect all confidential information concerning clients obtained in the course of providing services and make disclosures only with the consent of the client or as required by law;
- shall, in all aspects of his/her work, seek to promote work practices which support good health and safety practices, particularly as it applies to designing and making, and will provide advice to clients which is consistent with his/her own good practice;
- shall, in all aspects of his/her work, seek to promote work practices which support good practice on equal opportunities and inclusion and will provide advice to clients which is consistent with his/her own good practice;
- shall seek to maintain and improve his/her professional knowledge and competence;
- may state he/she is registered as a D&T Association consultant, and shall support the D&T Association and encourage the growth of the association.

The Design and Technology Association reserves the right to withdraw members from its Consultant lists if any clause in the Professional Code of Practice is infringed.

Members will be informed in writing if they are to be suspended from the list and will only be removed when they have had the chance to appeal against the decision. The decision of the D&T Association Council of Management shall be final.

A D&T Association Consultant who is removed from the NAAIDT list or loses his/her OFSTED registration must inform D&T Association within 21 days of removal. A D&T Association Consultant convicted of any criminal offence, excluding motoring offences, must immediately inform D&T Association.