



THE ASSOCIATION OF ARCHITECTURAL TECHNOLOGISTS OF ONTARIO

2355 Derry Rd. East, Unit 38, Mississauga ON L5S 1V6 ♦ Tel: 905-405-0840 ♦ Toll Free: 1-866-805-AATO (2286)

Fax: 905-405-9882 ♦ Email: aato@bellnet.ca ♦ Website: www.aato.on.ca

CODE OF ETHICS

The AATO Code of Ethics is applicable to all members and represents ethical standards for the profession. A breach of the following provisions shall form a part of what is considered a breach of the Code of Ethics by a member. As such, each member shall:

1. Hold paramount the health, safety and welfare of the public;
2. Not act in a manner, in the course of carrying out a member's professional duties, that substantively brings the Association into disrepute;
3. Act faithfully and honorably in all professional dealings and have proper regard to the interests of the member's client or employer;
4. Not supplant, either directly or indirectly, another member or professional person, or indirectly injure the professional reputation, prospects, or business of another member or member of the public for the purpose of gain, personal enhancement or for any other reason;
5. Use the AATO logo for promotional purposes only (advertising, signage, business cards) using the following guidelines:
 - the member's name and designation shall clearly appear in conjunction with the logo,
 - a members who is a principal owner of a company or corporation may use the logo per the previous line but recognize the authorization to use the logo is extended to the individual and not the company or corporation, and
 - the AATO logo may not be reproduced on to drawings, specifications or other contract documents;
6. Maintain confidentiality in respect to information acquired as a result of professional, employment and business relationships and/or disclose such information to any third party, without proper cause or specific authority, and/or exploit such information for personal advantage or the advantage of a third party.
7. Abide by all applicable statutes, regulations and codes plus the AATO Act, by-laws, standards and policies of the AATO; and
8. Report to the appropriate government and regulatory (including law enforcement) agencies any hazardous or illegal professional decisions or practices by fellow members or other professionals.



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RULES OF PROFESSIONAL CONDUCT

All members shall uphold the provisions of the Rules of Professional Conduct in all aspects of their professional conduct. A breach of the following provisions shall form a part of what is considered professional misconduct by a member. As such, each member shall:

1. At all times fully and truthfully describe the level and extent of the member's training, skills, qualifications and experience;
2. Follow a program of continuing education approved by the AATO to maintain a level of professional proficiency;
3. Undertake and accept responsibility for professional assignments within the scope of their training and experience;
4. Act impartially when charged with the administration of any contract or business relationship between the member's employer or client, and the contractor;
5. Maintain professional independence by avoiding any situation of conflicting interest including (but not limited to): deriving a real or possible personal benefit in the performance of their professional duties; and, favouring certain interest over those of a client or employer where their judgment or loyalty towards their client or employer might adversely be affected. When the member becomes aware of a conflict of interest, this must be disclosed in writing to the involved parties and only continue to act if written authorisation is obtained from the relevant parties;
6. Not falsely claim or imply possession of any title, qualification or level of competence of which the member is not entitled and shall hold out to be an Architectural Technologist, Registered Building Technologist, Architectural Technician or Registered Building Technician, or their French equivalents, only after achieving that level of accreditation from the AATO; and
7. Upon ceasing membership for whatever reason, take all reasonable steps to avoid third parties from describing the individual as remaining a member.



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STANDARDS OF PRACTICE

The Standards of Practice are specifically directed at the realities of professional practice of members who operate full-time or part-time design practices, design/build contracting firms, building technology service companies, architectural practice, or construction companies. A breach of the following provisions by members engaging in the aforementioned type of professional practice shall form a part of what is considered professional misconduct. As such, these members shall, as applicable:

1. Submit building permit documentation under BCIN provisions, complete with liability insurance requirements as outlined in the Ontario Building Code;
2. Sign for appropriate BCIN compliance only on final drawings, specifications, reports or other documentation prepared or reviewed by the practitioner;
3. Not allow design and drafting work that the practitioner performed be submitted as if performed by a single family home owner client, therefore without BCIN provisions and liability insurance coverage;
4. Present clearly to clients the possible consequences if professional decisions or judgements are disregarded and/or followed only in part;
5. Stop services to a client only upon non-payment of fees, conflict of interest, or if the client misleads member and/or the relationship irrevocably breaks down;
6. Undertake a commission already started by another member or other professional only when the written consent of the original member or other professional starting the commission is obtained, unless the original member or other professional cannot be reached for their decision regarding consent after having undertaken all reasonable efforts to do so;
7. Advertise services using the following guidelines:
 - o for a member's practice or company only,
 - o in a manner that shall not mislead the public, disadvantage fellow members, or discredit the profession of architectural technology, and
 - o claims of uniqueness or special advantage shall be generally supportable by existing scientific or corroborative evidence;
8. Submit a tender or acts as a contractor in respect to design and drafting work that the practitioner performed only upon providing disclosure in writing; and
9. Accept compensation for the supply of material or equipment in relation to design and drafting work that the practitioner performed only upon providing disclosure in writing.