



# Contents



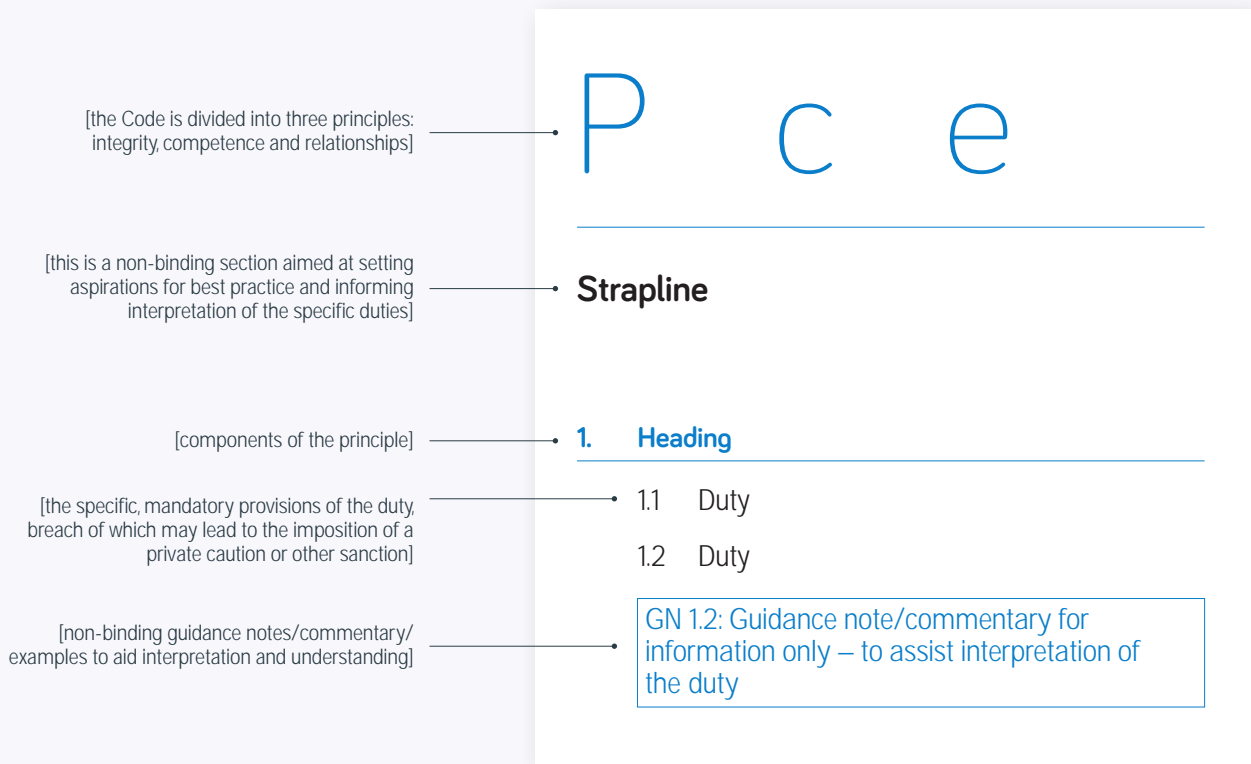
- 15 In the UK complaints against a Registered Architect may be made to the Architects Registration Board (ARB). Architects found to have breached the ARB's code may be removed or suspended from the Register which means that they can no longer use the title 'architect'. If a Member is sanctioned by the ARB, the RIBA has the discretion to impose a similar or different sanction, or no sanction.
- 16 Any public sanction imposed by the RIBA will be notified to the ARB.

## Discipline

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# The Code

## Example provision:



PLEASE NOTE: all web links provided have been checked and are accurate at the time of publishing

## 1

## P c e 1: l e

**Chartered Practices shall behave with integrity and shall strive to safeguard and improve the standing, reputation and dignity of the Institute and its membership in all their professional activities. Chartered Practices shall consistently promote and protect the public interest and social purpose, taking into account future generations.**

### 1. Impartiality and undue influence

- 1.1 Chartered Practices must act with impartiality and objectivity at all times in their professional activities.
- 1.2 Chartered Practices must be honest and truthful.
- 1.3 Chartered Practices shall not allow themselves to be improperly influenced by others.
- 1.4 Chartered Practices shall not allow themselves to be improperly influenced by their own self-interest.

### 2. Statements

- 2.1 Chartered Practices must not make or be a party to any statement which is:
  - (a) untrue;
  - (b) misleading;
  - (c) unfair; and/or
  - (d) contrary to their professional knowledge.
- 2.2 Chartered Practices who find themselves party to any such statement in paragraph 2.1, must take all reasonable steps to correct the statement immediately.

GN 2.2: Chartered Practices may correct such a statement in many ways. It may involve: writing to a client to correct a previous statement made to them; issuing a public statement e.g. on a website; contacting a third party or reporting an issue to an appropriate authority such as a Local Authority or Court.

### 3. Conflicts of interest

- 3.1 If a conflict of interest arises, Chartered Practices must declare it to all parties affected.
- 3.2 If a conflict of interest arises, Chartered Practices must either:
  - (a) remove its cause; or
  - (b) withdraw from the situation.

GN 3.2: Conflicts of interest can arise in many situations. A commonly occurring example of a conflict of interest is an architectural practice working on a project also running a separate contractor business which tenders for work on the same project. In this instance, the practice on the project must inform the client that they also run/are involved in the contractor firm tendering for the work so that the client is fully aware of the facts and can make an informed decision in awarding the contract. If the architect's contractor firm is successful in winning the construction work, the architect must not act in the capacity of Contract Administrator, Employer's Agent or similar for the client during the construction phase. The practice is able to be involved in both capacities but must declare both interests to the client so that the client can make an informed decision.

- 3.3 Chartered Practices must have effective systems in place to identify and assess potential conflicts of interests.

GN 3.3: This requirement is particularly aimed at conflicts of interest that may arise between two or more clients of the Chartered Practice. Chartered Practices must have robust processes for carrying out conflict checks on potential clients.

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## 4. Confidentiality and privacy

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- 4.1 Chartered Practices must not breach confidentiality, except where allowed by 4.5 below.
- 4.2 Chartered Practices must safeguard the privacy of their clients and others.
- 4.3 Chartered Practices must comply with any legal rights of privacy and any contractual provisions regarding confidentiality.
- 4.4 Chartered Practices must treat confidential information acquired during the course of their work as such.

GN 4.4: Information which is publicly available or in the public domain is not privileged or confidential information.

- 4.5 Chartered Practices may only use and/or disclose confidential information:
  - (a) for the express purposes for which that information has been supplied to the Chartered Practice;
  - (b) where expressly permitted to do so by the person or company that information concerns;
  - (c) where and to the extent necessary for the purposes of preserving or exercising the Chartered Practice's legal or contractual rights;
  - (d) where and to the extent necessary

## 6. Bribery and corruption

- 6.1 Chartered Practices must not offer bribes or inducements.
- 6.2 Chartered Practices must not accept bribes or inducements.

GN 6.1 and 6.2:

- (a) Bribes are not always direct offers of money, but instead may be more indirect gifts and incentives, including special offers of discounts on products, or special access to certain products. There is no clear-cut line on what does or does not constitute a bribe – it is a question of judgement in the particular circumstances of the case. If you are unsure, begin by asking yourself how you would react if you found out that another practice had accepted the incentive – does it feel right? Most importantly, record any reasoning and decisions you make about this in writing.
- (b) This provision does not exclude the exchange of small gifts and advantages in the normal course of business – such as promotional gifts or corporate hospitality. The value of any such gifts must not be such that it could exert an improper influence over the recipient.
- (c) Note the Bribery Act 2010: bribery committed anywhere in the world by a UK citizen is a criminal offence.

- 6.3 Chartered Practices must not act corruptly by giving, offering or receiving a gift or advantage, which is given with the intention of persuading the recipient to act against their own professional obligations and/or the interests of those to whom they owe a duty.
- 6.4 Chartered Practices must take reasonable steps to report any suspicion of corruption or bribery of which they become aware in their



## 1. Skill, knowledge, care, ability

- 1.1 Chartered Practices shall act competently, conscientiously and responsibly and are expected to apply reasonable standards of skill, knowledge and care in the performance of all their work.
- 1.2 All architectural work undertaken by a Chartered Practice must be under the personal supervision of an RIBA Chartered Architect.
- 1.3 Chartered Practices must be able to provide the knowledge, the ability and the financial and technical resources appropriate for the work they undertake. Chartered Practices shall realistically appraise their ability and resources to undertake and complete any proposed work.

GN 1.3: Chartered Practices should not accept work if they do not have sufficient resource (particularly staff resource) with the appropriate skills, knowledge and experience, to satisfactorily complete it.

- 1.4 Chartered Practices must accept responsibility for the professional services provided by them to their clients. Chartered Practices should undertake to perform those services only when they (together with those whom they may engage as consultants) are sufficiently qualified by education, training, and/or experience in the specific areas involved and have the necessary resources to satisfactorily complete those services.

GN 1.4: Chartered Practices must be competent to undertake the services being offered by them. If the work is delegated to employees or consultants, the Chartered Practice retains responsibility for the services and must ensure that the individuals actually carrying out the work are competent to do so.

- 1.5 Chartered Practices shall abide by applicable laws and regulations at all times.

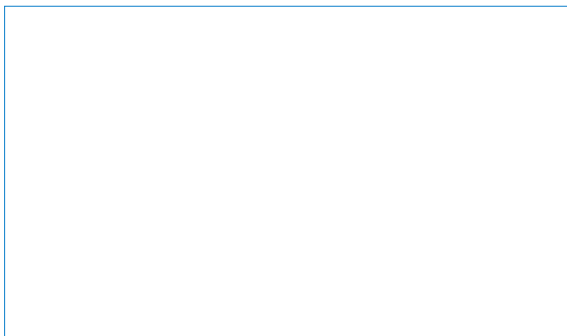
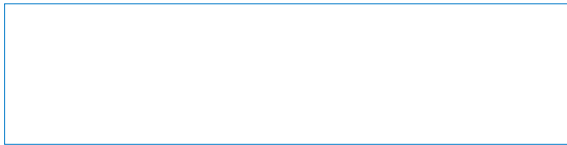
GN 1.5: Chartered Practices may rely on the advice of other qualified persons as to the intent and meaning of such laws and regulations. Such qualified persons may include: construction lawyers, party wall surveyors, cost consultants, chartered surveyors and engineers. Chartered Practices are directly responsible for ensuring that they comply with laws and regulations.

- 1.6 Chartered Practices shall not make or be knowingly party to misleading, deceptive or false statements or claims regarding their professional qualifications, resources or the services they or their practice are able to provide. If Chartered Practices feel that they are, or may be, unable to undertake and complete the work in accordance with the client's requirements, they should not quote for or accept the work.
- 1.7 Chartered Practices must make appropriate arrangements for the continuation of professional work in the event of an individual employee's incapacity, death,

arrangements for the continuation of professional work in the event of ceasing to trade or bankruptcy.

GN 1.7: Such appropriate arrangements may include the work being passed to a suitably qualified and experienced colleague within the practice, or having an agreement with another local practice for them to offer to continue the work for the client, where possible.

1.8



- 2.3 Chartered Practices shall ensure that any variation to a standard form of contract is clear, agreed with the client and documented in writing. The fact that the standard terms have been varied must be clearly stated on the document.

GN 2.3: Variations may be written into the original contract, once agreed, with clear wording to demonstrate that they are a variation to a standard form of contract. Variations may also be evidenced in a separate document, such as a letter, setting out the variations and noting that they vary a standard form of contract.

- 2.4 Chartered Practices shall ensure that any subsequent variations to the terms of their appointment are agreed with the client, clear and recorded in writing.
- 2.5 Chartered Practices shall not materially alter the scope or objectives of a project, or the professional fees payable for services provided in respect of it without their client's express written consent, except in accordance with any fee adjustment arrangements set out in the terms of appointment.
- 2.6 Chartered Practices should take reasonable care to ensure that the terms of the contract are legally accurate, are compatible with other provisions, will not lead to excessive liabilities and do not create conflicts of interest.

GN 2.6: A Chartered Practice's duty to check the terms of the contract exists to the extent that amended standard forms of appointment or bespoke terms of appointment are to be used. Most standard form contracts and terms are already rigorously checked for legal accuracy and are considered to constitute an acceptable contractual "bargain" between the parties.

- 2.7 Chartered Practices must take reasonable and appropriate steps to enable their client to understand generally what to expect from the Chartered Practice under any professional appointment. In particular, the Chartered Practice should explain:
- (a) the scope of the service being provided and its limitations;

- (b) how the Chartered Practice's fees are to be calculated;
- (c) the circumstances in which fees are triggered and payment is required; and
- (d) the circumstances in which additional fees may become payable.

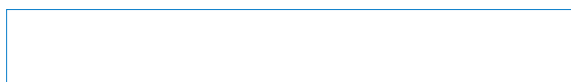
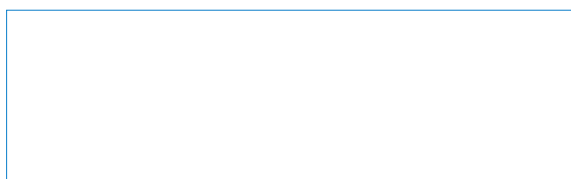
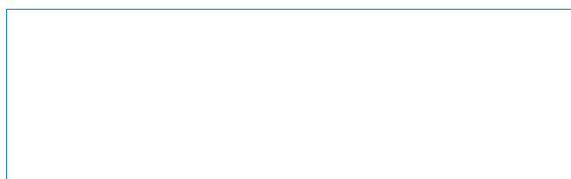
GN 2.7: Chartered Practices are expected to take "reasonable and appropriate steps" to aid client understanding. Chartered Practices are expected to give clear thought and effort to making the client aware and confirming their understanding of the basis of the professional appointment. A written explanation of these matters to the client, in the context of the particular project, should be sufficient.

- 2.8 Chartered Practices must ensure that an RIBA Chartered Member is nominated as a client contact on all architectural work undertaken by the practice, and that the client is informed of the name and contact details of the nominated RIBA Chartered member at the outset of the project.

GN 2.8: The nominated client contact need not be directly connected to the project, but shall be available as a contact to assist in complaints or disputes that have not been able to be resolved through the usual mechanisms of the project team or the practice procedures. They may or may not be the appointed day to day contact for the client.

- 2.9 Chartered Practices shall either include details of their written complaints procedure (see Principle 3, 8.2) with the terms of appointment, or shall make it clear that the written complaints procedure will be provided on request.

GN 2.9: See Principle 3, 8 below for further details and guidance regarding Chartered Practices' duties in connection with the handling of complaints.





- 6.5 Chartered Practices must take reasonable steps to protect the health and safety of those carrying out, or likely to be directly affected by, construction work for which they are providing professional services. This includes clients and Chartered Practices of the public.

GN 6.3, 6.4 and 6.5: 'Reasonable steps' may require doing more than is strictly required by law and regulations.

- 6.6 Chartered Practices must not enter into any contract which compromises their duty to protect health and safety.
- 6.7 Chartered Practices must notify their client if they become aware of anything which compromises or may compromise their duty to protect health and safety.
- 6.8 If a Chartered Practice becomes aware of a decision taken by their client which violates any law or regulation and that will, in the Chartered Practice's professional judgment, materially and adversely affect health and safety, the Chartered Practice shall:
- advise their client against the decision; and/or
  - refuse to consent to the decision; and/or
  - report the decision to the local building inspector or other public official charged with the enforcement of the applicable laws and regulations, unless the Chartered Practice is able to satisfactorily resolve the matter by other means.

## 7. Inspection services

- 7.1 A Chartered Practice should advise their client on the need for, nature and frequency of inspections, based on the requirements of the specific project and the terms of the appointment.

GN 7.1:

When undertaking inspection services, the nature and frequency of those inspections will depend on the circumstances, particularly the specific provisions of the contract. Chartered Practices should consider the need to tailor the frequency and duration of the inspections to the nature of the works. Chartered Practices may, depending on the contract, instruct contractors to leave parts of the work uncovered, for the purposes of inspection. Chartered Practices may need to inspect repeated elements of work during the early course of construction to determine whether the contractor is able to satisfactorily carry out the work.

Inspection does not guarantee that all defects will either be prevented or revealed. A Chartered Practice is therefore not necessarily liable in relation to a contractor's poor workmanship.

## 8. Building performance

- 8.1 Chartered Practices must facilitate and support an effective handover and building commissioning process, when engaged at the relevant project stage.

GN 8.1: Chartered Practices should use the relevant sections of the RIBA Plan of Work (<https://www.ribaplanofwork.com/>) to ensure a successful handover of the building. In particular, Chartered Practices should provide handover information needed in respect of fire safety (in accordance with the Building Regulations) and the health and safety file (in accordance with the CDM Regulations).

- 8.2 Chartered Practices should promote and support the value and benefits of monitoring and reporting on how a building operates and performs in accordance with design intent and in response to the building occupants' needs. Chartered Practices should encourage long-term maintenance and management on site.

GN 8.2: Chartered Practices engaged at any project stage should inform clients of the value and benefits of post-occupancy evaluation. Chartered Practices, where competent to do so, should offer post-occupancy evaluation as an additional added value service. Chartered Practices should seek feedback on how a building operates and performs in accordance with design intent and in response to the building occupants' needs to use during the life of the building and/or on future projects. Chartered Practices should disclose accurate and truthful information about the gap between project intentions and outcomes, in accordance with industry-wide methodologies and metrics.

## 9. Heritage and conservation

- 9.1 Chartered Practices must respect the importance and significance of Heritage Assets.

GN 9.1: A Heritage Asset is a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including 'local listing').

- 9.2 Chartered Practices must only carry out work affecting Heritage Assets if they are sufficiently qualified, competent or experienced to do so in the circumstances.

GN 9.2: This may or may not require specialist accreditation, depending on the circumstances and the particular nature of the work.

- 9.3 Chartered Practices who are unsure of or unable to establish the significance of a particular Heritage Asset on which they are proposing to undertake work must first seek specialist professional advice and/or advise their client to instruct an appropriately accredited specialist professional to undertake the work.

## 10. Town and country planning

- 10.1 Chartered Practices must advise their client on and comply with relevant planning legislation and regulations.
- 10.2 Chartered Practices should only provide professional services in relation to planning matters if they are sufficiently qualified, competent or experienced to do so in the circumstances.

GN 10.2: This may or may not require specialist training or qualification, depending on the circumstances and the particular nature of the work.

## 11. Law and regulations

- 11.1 Chartered Practices shall not knowingly violate the law or advise or assist clients in any conduct or actions they know to be illegal, in performing professional services.
- 11.2 Chartered Practices shall take appropriate steps to ensure that clients are properly advised of their own relevant legal responsibilities.

GN 11.2: Clients may have legal duties under various legislation (such as duties under the Construction (Design and Management) Regulations, Building Regulations and the Town and Country Planning Act). Chartered Practices should draw any such duties to the client's attention.

## 12. Certification

- 12.1 Chartered Practices shall exercise reasonable skill and care when issuing or recommending the issue of any certificate.

### GN 12.1:

#### Practical Completion

Chartered Practices should not certify or recommend the certification of Practical Completion of any construction work unless:

- (a) all of the construction work under the relevant contract has been completed to the required standard; and
- (b) the Chartered Practice is satisfied that any contractual terms and pre-conditions to the certification of Practical Completion have been satisfied or discharged (or waived by the client).

Chartered Practices should advise their clients of the implications of certifying Practical Completion or taking partial possession.

Chartered Practices should not certify or recommend the certification of Practical Completion if there are patent defects or incomplete works unless:

- those outstanding works or defects are minor items which can be remedied without impacting on the beneficial use and occupation of the development; and
- the Chartered Practice is satisfied that there is sufficient retention or other security held against the contractor to cover the cost of remediating those items.

#### Valuation

Chartered Practices should not certify or recommend the certification of any payment under a contract unless the Chartered Practice:

- has (where appropriate) reviewed or inspected the relevant work for which payment is claimed; and
- is reasonably satisfied that the work for which payment is to be certified has been completed in accordance with the contract under which payment is claimed.

As stated elsewhere in this Code, a Chartered Practice is not necessarily liable in relation to a contractor's poor workmanship. Chartered Practices are not required to guarantee that defects in work will either be prevented or revealed.

## 13. The environment

- 13.1 Chartered Practices should consider the environmental impact of their professional activities, including the impact of each project on the natural environment.
- 13.2 Chartered Practices shall ensure that an appropriate Environmental Management Policy is in place and operational.

GN 13.2: See relevant RIBA guidance and a template in the RIBA Chartered Practice Toolbox.

- 13.3 Chartered Practices shall advise their clients on the need, if any, for specialist professional advice required to ensure that their project safeguards the local environment, ecology and biodiversity.

GN 13.3: Such specialist professional advice may be from a conservation, environmental or sustainability specialist. It may concern issues such as: Tree Protection Orders, Conservation Areas, Sites of Special Scientific Interest, air pollution and/or water quality.

- 13.4 Chartered Practices should promote sustainable design and development principles in their professional activities.
- 13.5 In performing professional services, Chartered Practices shall advocate the design, construction, and operation of sustainable buildings and communities.
- 13.6 Chartered Practices shall inform clients of sustainable practices suitable to their project and shall encourage their clients to adopt sustainable practices at the earliest opportunity.
- 13.7 When performing professional services, Chartered Practices should develop and discuss with their client a written Sustainability Strategy for the project, where appropriate.
- 13.8 Chartered Practices must use reasonable endeavours to specify and use sustainable materials on their projects.
- 13.9 Chartered Practices must use reasonable endeavours to minimise whole-life carbon and energy use.





## 1. Copyright

- 1.1 Chartered Practices shall respect applicable laws on copyright and other rights of intellectual property.
- 1.2 Chartered Practices must not copy or appropriate the intellectual property of, nor take advantage of, the ideas of another practice, architect or designer without express authority from the originating practice, architect or designer.
- 1.3 The contribution of others to a Chartered Practice's work shall be appropriately acknowledged.

GN 1.3: For example, photographs of a project which are shared publicly should clearly state and acknowledge the contribution of any other architect, designer or practice who worked on that project.

- 1.4 Chartered Practices must not seek to pass on someone else's work as their own.

## 2. Previous appointments

- 2.1 Chartered Practices shall inform the previous appointee before accepting an appointment to continue a project started by someone else, and shall also ascertain from the potential client that:
  - (a) the previous appointment has been properly terminated; and
  - (b) they (the client) hold a licence to use any information, including drawings, specifications, calculations and the like, prepared by the preceding appointee; and

- (c) there are no known outstanding contractual or other matters, which would prevent the Chartered Practice from accepting the appointment.

### GN 2.1:

- (a) The existence of a dispute or contractual issue does not necessarily prevent the Chartered Practice from taking over the

## 2.2 When approached by a client to undertake

### 3. Peers

- 3.1 Chartered Practices must not seek to damage anyone's reputation or practice.
- 3.2 Chartered Practices must not deliberately approach another practice's or architect's client in an attempt to take over an active project.

GN 3.2: This clause does not prevent speculative approaches to clients, particularly professional clients who regularly engage architects.

- 3.3 Chartered Practices engaged to review, appraise or comment on an architect's work must do so fairly and objectively, based on their own knowledge and experience.
- 3.4 Chartered Practices who become aware of a probable breach of the Code by another Chartered Practice or Member shall report it to the RIBA Professional Standards team, with such supporting information and evidence as is available.

GN 3.4: Failure to report a probable breach is only justified when prevented by law or the courts. This includes an agreed settlement which precludes further action. Members must have reasonable grounds for reporting a probable breach.

### 4. Equality, diversity and inclusion

- 4.1 Chartered Practices shall provide their professional services and conduct their professional activities in a manner that encourages and promotes equality of opportunity and diversity.
- 4.2 Chartered Practices shall not discriminate unlawfully on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation, nationality, culture or socio-economic background.
- 4.3 Chartered Practices shall not victimise or harass anyone in the course of their professional activities.
- 4.4 Chartered Practices shall treat all persons fairly, with courtesy and respect and without bias.

- 4.5 Chartered Practices shall treat the beliefs and opinions of other people with respect.
- 4.6 Chartered Practices shall ensure that an appropriate Equality, Diversity and Inclusion Policy is in place and operational.

GN 4.6: See relevant RIBA guidance and a template in the RIBA Chartered Practice Toolbox.

- 4.7 Chartered Practices shall comply, where applicable, with the Member Sta Protocol.

GN 4.7: The Member Sta Protocol is available on [www.architecture.com](http://www.architecture.com) or from the Professional Standards team.

- 4.8 Chartered Practices shall comply with applicable law pertaining to equality and diversity, including (but not limited to) the Equality Act 2010.

### 5. Modern slavery

- 5.1 Chartered Practices shall comply with all applicable legislation concerning Modern Slavery.

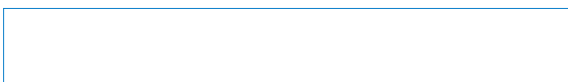
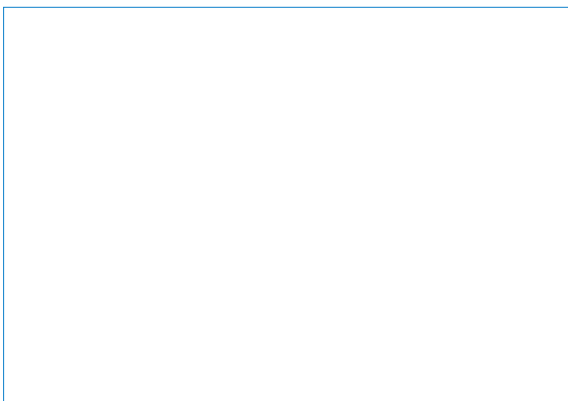
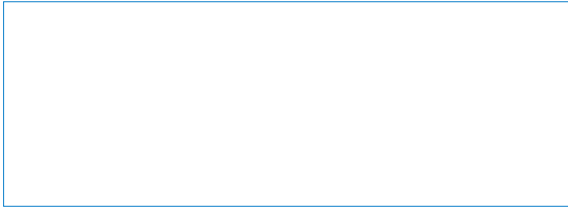
GN 5.1: Chartered Practices should be familiar with the provisions of the Modern Slavery Act 2015 in the UK, and any subsequent updates. Chartered Practices should be aware of any similar legislation in the jurisdictions in which they practise.

- 5.2 Chartered Practices should seek to raise awareness of the issues of Modern Slavery in construction.
- 5.3 Chartered Practices shall exercise reasonable skill and care to use supply chains which are free from Modern Slavery.

GN 5.3: 'Supply chains' include both materials and people. Chartered Practices should be aware of the labour used in the extraction, manufacture and production of materials they use or specify, as well as the direct labour involved in their projects.

- 5.4 Chartered Practices shall treat their own supply chains fairly.

5.5



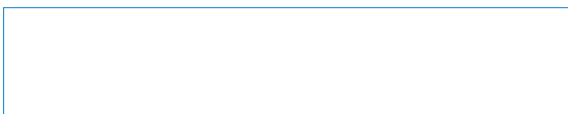
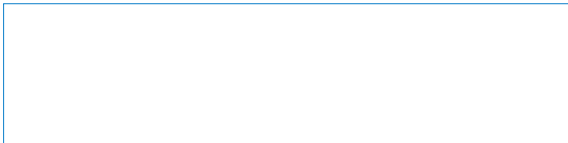
- (e) permit reasonable attendance at courses, study days, examinations and work shadowing in accordance with any relevant and current RIBA guidance.

GN 6.8 (e): Chartered Practices employing a student undertaking practical experience should meet with the student at the beginning of their employment, and regularly thereafter, to discuss and agree arrangements for attending courses,

**9. Advertising / business names /  
use of RIBA crest and logo**

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- 9.1 Chartered Practices must ensure that all marketing and promotional material used to





## Definitions

Words will generally be taken to have their ordinary/dictionary meaning. Some additional specific definitions are here by way of additional guidance:

Term	Definition
Associate Member	A person who has been elected as a member of the Associate Class of membership of the RIBA as set out by the Regulations
Charter and Byelaws	The RIBA 1837 Charter, 1971 Supplemental Charter and Byelaws as amended from time to time
Chartered Architect	The title Chartered Members may use in accordance with the provisions of this Code, the Regulations and the Charter and Byelaws
Chartered Member	An architect who has been elected to the class of Chartered Membership of the RIBA in accordance with the Regulations
Chartered Practice	A formally-established business providing architectural services and comprising one or more Chartered Members which meets the criteria for, and operates in accordance with, the RIBA's Chartered Practice scheme
Code	This Code of Professional Conduct
Competent authority	Any person or organisation that has the legally delegated or invested authority, capacity, or power to perform a designated function
Complaint	A grievance, or a statement that something is unsatisfactory or unacceptable
Confidentiality	The duty to refrain from sharing private or restricted information with others without express consent
Consultant	A person who provides expert advice professionally
Court of competent jurisdiction	A court that has the authority to do a certain act or hear a certain dispute
Direct professional relationship	Relationships with colleagues, clients and third parties in direct relation to professional matters
Due regard	To consciously consider
Educational sector	Parts of the economy that consist of a variety of educational providers, schools, colleges, universities, charities, agencies, businesses that have the purpose or role of providing a form of education to members of the public
Employee	A member of staff, a person employed for wages or salary
Employer	A person or organisation that employs people
Gender pay gap	The average difference between the remuneration of male and female employees



Term	Definition
Governmental authority	The Government of the United Kingdom or any other nation, or of any political subdivision thereof, whether state or local, and any agency, authority, instrumentality, regulatory body, court, central bank or other entity exercising executive, legislative, judicial, taxing, regulatory or administrative powers or functions of or pertaining to government
Harass	To subject to aggressive pressure or intimidation
Heritage Asset	A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest
Honorary Fellows	A person who is ineligible for Chartered Membership and is elected as an Honorary Fellow of the RIBA in acknowledgement of their significant contribution to the advancement or practice of architecture or the development of the profession
Inspection Services / inspections	Visual inspections to review the general progress and quality of the works as they relate to the architectural design
Institute	The Royal Institute of British Architects (RIBA)
Law	The system of rules which the United Kingdom, or any country a Member is operating in, recognises as regulating the actions of its members and which it may enforce by the imposition of penalties
Legal disputes	Any action, suit or proceeding between or among parties to an agreement
Legal obligations	Obligations or duties that are enforced by a court of law
Living wage	A wage that is high enough to maintain a normal standard of living
Local community	Residents of the local area
Members	A person who has been elected as a Member of the RIBA (includes Student, Affiliate, Associate, Chartered, Fellow and Retired RIBA members)
Non-Disclosure Agreement	A contract by which one or more parties agree not to disclose confidential information that they have shared with each other
Practical Completion	When the construction work is certified as practically complete under the Building Contract
Practising	Actively engaged in the architectural profession
Private sector	The part of an economy that is not under direct state control, which is run by private individuals or groups

Term	Definition
Public interest	The welfare or wellbeing of the general public
Public sector	The part of an economy that is controlled by the state, usually comprised of organisations that are owned and operated by the government
Reasonable endeavours/care/steps	To take a reasonable course of action to achieve the objective. Reasonable care is the degree of caution and concern an ordinarily prudent and rational person would use in similar circumstances. It is a standard used to determine a legal duty and whether such duty was fulfilled
Regulations	The RIBA Regulations made by Council under the Institute's Charter and Byelaws, as published from time to time
Regulatory authority/body, Professional regulator	A public authority or government agency responsible for exercising autonomous authority over a particular area in a regulatory or supervisory capacity
RIBA	The Royal Institute of British Architects
RIBA Employment Policy	The Employment Policy as published by RIBA from time to time and available on the RIBA website
RIBA Equal Opportunities Policy	The Equal Opportunities Policy as published by RIBA from time to time and available on the RIBA website
RIBA Professional Experience and Development Record Scheme (PEDR)	An RIBA scheme devised as a means for architectural students to record their professional experience and development in practice, as part of their education and qualification as an architect
RIBA Professional Standards team	The RIBA department which deals with such disputes and complaints as prescribed by RIBA Codes and Policies, and its Charter and Regulations
Sanction	A penalty following disciplinary proceedings (including: private caution, public reprimand, suspension, expulsion)
Significance	When used in the conservation and heritage sector – part of the built environment which is of cultural, historical, architectural, social, spiritual or aesthetic importance
Social use	Contrary to professional purposes; usage in one's private life, for correspondence with friends or family
Sta	An employee
Statement	An expression of something in speech or in writing
Sustainability / Sustainable Development	Comprises environmental, social and economic considerations. Sustainability / sustainable development in architecture addresses the negative environmental, social and economic impacts of buildings
Student Members	A student of architecture who has been elected as a member of the Student Class of membership of the RIBA as set out by the Regulations
Victimise	To selectively treat someone cruelly or unjustly
Whistleblowing	Exposing information or activity within an organisation that is deemed illegal, unethical, or not correct

