

Code of Professional Conduct

The Object

The vision of the Institute of Town Planners, India (ITPI) is 'to promote dynamic, inclusive and integrated Town and Country planning practice, education, research and also institutional mechanism for vibrant, sustainable and resilient spatio-economic development of towns, cities, and regions. To accomplish this vision, the Members of the ITPI (hereinafter referred as Members) engaged in professional practice need to demonstrate a high standard of professionalism and acceptance, of the principles of conduct in their relations with public, clients, fellow Members, assistants and students of the profession.

The object of this Code of Professional Conduct is to promote the standard of professional conduct and self discipline required of every Member in the interest of the public, society and planned spatial development.

The Members and students are governed, by the Article 106 of the *Memorandum, Article of Association and Bye-laws* of the ITPI as per the following Code of Professional Conduct which specify the basic ethics, professional ethics, and professional misconduct.

Basic Ethics

1. Members have obligation to serve the public interest, which includes the following:
 - a. Conduct professional practice respecting diversity, needs and values of public encouraging their participation in discussions;
 - b. Provide clear, accurate and timely information on spatial planning matters to members of the public and decision-makers while respecting the confidentiality rights of the employers or clients;
 - c. Promote spatial planning endeavours to conserve and preserve heritage and natural and built environment;
 - d. Provide opportunities for meaningful participation of stakeholders in the spatial planning process; and

- e. Promote and plan for equitable choices and opportunities for spatial justice for all persons including the disadvantaged.
- 2. Members shall not discriminate on the basis of caste, creed, gender, nationality, religion, disability and age.
- 3. Members shall ensure that their corporate, personal, political and financial interests do not conflict with their professional duties and disclose such cases, if any, in advance.
- 4. Members shall encourage healthy and constructive criticism about spatial planning practice among colleagues.
- 5. Members shall share the results of field experiences and research outcomes that contribute to enrichment of spatial planning knowledge.

Professional Ethics

- 6. Members shall carry out their professional responsibility in a manner that upholds dignity and reputation of spatial planning profession and shall:
 - a. discharge their professional responsibility with courtesy, integrity, dignity and fairness;
 - b. give objective and credible opinion on professional matters to the best of their ability and knowledge;
 - c. take all necessary steps to update their professional knowledge;
 - d. honour the professional conduct of the country when working outside India, upholding the integrity of the ITPI;
 - e. have proper regard for the professional obligations and qualifications of those with whom they are professionally associated; and
 - f. protect and enhance the integrity of urban and regional planning profession while practicing as a domain expert (spatial planning) in a consortium / organisation keeping in view its objectives.

- g. refrain from participating in academic activities of an educational institution not recognised by the ITPI.
- 7. Members shall not take up work outside of their professional competence.
- 8. Members shall act with fairness and competence while describing and commenting on the works and views of other professionals and shall not falsely or maliciously injure their professional reputation, prospects or practice.
- 9. Member shall neither attempt to supplant another Member nor knowingly accept an appointment while the claim of another previously employed Member remains unsettled.
- 10. Members shall not accept an assignment where the services involved are in violation of applicable rules and regulations.
- 11. Members shall not disclose any confidential information relating to his clients / employers, in the course of his professional duties, which could be turned to financial advantage to them.
- 12. Members shall share the results of field experience and research that contribute to spatial planning knowledge.
- 13. Member shall contribute time and resources to the professional development of students, interns, young professionals and colleagues.
- 14. Members shall promote and propagate professional planning works and services in a manner that contribute to the public understanding and perception and also enhance credibility of the profession.
- 15. Member shall charge fee for the professional services rendered by him / her as per agreement with the Client, specifying the scope of work and amount of fee to be paid in conformity with the Scale of Professional Fees and Charges of the ITPI.

16. The Condition of Engagement of Professional Services and Scale of Professional Fees and Charges of the ITPI are the minimum desirable payable to a spatial planner, however, a member may:
- a. charge a lump sum fees higher than that prescribed by the ITPI, considering his professional standing, higher level of expertise, nature and complexity of the assignment, time constraints, etc. and
 - b. change the fees only if the scope of work is modified and also mutually agreed between him / her and the client.

Professional Misconduct and Disputes

17. Any member found guilty of professional misconduct, shall be liable for disciplinary action by the ITPI Council under Article 48 of the *Memorandum, Articles of Association and Bylaws* of the ITPI
18. Any dispute arising out of the agreement with the Client may be referred for arbitration by one or more persons as agreed upon by the parties and, if agreed by both the parties (Client and Spatial Planner), one of the arbitrators may be nominated by the ITPI on request.

The Extraordinary General Meeting was chaired by Prof. Dr. D. S. Meshram, President, ITPI on 11th January, 2020 at CIDCO Exhibition Centre, Navi-Mumbai. Shri Pradeep Kapoor, Secretary General, ITPI gave the background for the constitution of the Code of Professional Conduct Committee and mentioned that the existing Code of Conduct was formulated in the year 1952 at the time of establishment of the ITPI, since then the ground realities has become very complex and there is cut throat competition in the market for getting the planning job, which warrants to update and upgrade the Code of Professional Conduct of ITPI members.

The draft Code of Professional Conduct was discussed threat bare in the Extraordinary General Meeting of the ITPI, Members. The draft Code of Professional Conduct was circulated on 19th November, 2019; to all the members of ITPI and was also uploaded on the website of ITPI for inviting modifications and suggestion. After detailed discussions and deliberations the above Code of Professional Conduct was approved by the Members present in the Extraordinary General Meeting.

