



FILD Code of Ethics

Introduction

1. This Code and its accompanying Guidance Notes set out and explain the standards of professional conduct and practice that FILD requires of its members.
2. This Code comprises:
 - a. The Three Principles of professional conduct
 - b. The Professional Values that support the principles
 - c. Guidance Notes with explain how the principles can be upheld

The Values of FILD

In recognition of the impact that light has in affecting the quality of life throughout the world and in accepting a personal obligation to our profession, its members and the communities we serve, FILD embraces the three principles of professional conduct set below. All members are required to comply.

The Three Principles

Principle 1: Honesty and Integrity

Members shall respect the relevant rights and interests of others.

Principle 2: Competence

In the performance of their work, Members shall act competently, conscientiously and responsibly. Members must be able to provide the knowledge, the ability and the financial and technical resources appropriate for their work.

Principle 3: Relationships

Members shall respect the relevant rights and interests of others.

Application of this Code

1. Professionalism

The purpose of this code is to promote professional serious conduct and best possible practice. Every member should at all times be guided by his spirit as well as his precise and professional knowledge in his acting and behaving.

2. The Law

Members must comply with all relevant legal obligations. It is not the remit of this Code to duplicate the provisions of business, employment, health and safety, environmental and discrimination law.

3. Amendments and Additions

Periodically FILD will publish further guidance on specific aspects of professional practice and conduct. Members must observe such amendments and additions as they come to effect.

Professional Values

The notes below offer some generic guidance on how Members can uphold the three principles. More detailed advice relating to specific scenarios is set out in the Guidance Notes to the Code.

1. Principle 1 – Honesty and Integrity

- 1.1. FILD expects its Members to uphold the dignity and reputation of their profession and to safeguard the public interest in matters relevant to the art, science and practice of Lighting Design.
- 1.2. To act with impartiality, responsibility and truthfulness at all times in their professional and business activities.
- 1.3. Members should be aware that an improper influence either by themselves or by others that only serve self-interests, do not comply with the Code of Ethics and therefore are prohibited by its nature.
- 1.4. Members should not be a part to any statement that they know to be untrue, misleading or unfair to others contrary to their own professional knowledge.
- 1.5. Members should avoid real and perceived conflicts of interest whenever possible, to disclose the affected participation when they do exist, and either remove its cause or withdraw from that situation.
- 1.6. Members have to respect confidentiality and the privacy of others.
- 1.7. Members should reject bribery in any form.

2. Principle 2 – Competence

- 2.1. Members are expected to apply high standards of skill, knowledge and care in all their work. They must also apply their informed and impartial judgement in reaching decisions, especially when it is required from the member to balance differing and sometimes opposing demands.
- 2.2. To actively maintain, and where possible encourage others to maintain, their professional competence through systematic improvement and broadening of their knowledge and skill.
- 2.3. Members should realistically appraise their ability to undertake and achieve any proposed work. They should also make their clients aware of the likelihood of achieving the client's requirements and aspirations. If members feel they are unable to comply, they should not quote for, or accept, the work.

- 2.4. Members should ensure that their terms of appointment, the scope of their work and the essential project requirements are clear and recorded in writing. They should explain to their clients the implications of any conditions of engagement and how their fees are to be calculated and charged. Members should maintain appropriate records throughout their engagement.
- 2.5. Members should keep their clients informed of the progress of a project and of the key decisions made upon the client's behalf.
- 2.6. Members are expected to use their best endeavours to meet the client's agreed time, cost and quality requirements for the project.
- 2.7. In the course of carrying out their professional duties, the member will also be guided by considerations for the health, safety, security and welfare of himself, his colleagues and the public, and to disclose promptly factors that might endanger them or the environment.

3. Principle 3 – Relationships

- 3.1. Members should respect the beliefs and opinions of other people, recognise social diversity and treat everyone fairly. They should also have a proper concern and due regard for the affect that their work may have on people irrespective of race, religion, gender, disability, age or national origin.
- 3.2. Members should stand up for the wider understanding of light, (both natural and electrically generated), its appropriate application and its potential impacts and should spread this knowledge.
- 3.3. Members should aim to maximize the positive impacts of their work. In particular by considering the effect that their work may have on the people that use, inhabit and encounter it.
- 3.4. Members should aim to minimize the negative impact of their work. In particular the impact of their work on the environment (for example light pollution, energy usage and toxicity of equipment specified.)
- 3.5. Members should respect and acknowledge the work of other lighting designers.
- 3.6. Where members are engaged in any form of competition to win work or awards, they should act fairly and honestly with potential clients and competitors. Any competition process in which they are participating must be known to be reasonable, transparent and impartial. If members find this not to be the case, they should endeavour to rectify the competition process or withdraw.
- 3.7. Members are expected to know and have in place (or have access to) effective procedures for dealing promptly and appropriately with disputes and complaints.

Annotations:

The following Guidance Notes are intended to give further specific examples of how the FILD-Code of Ethics should be interpreted. These notes and the definitions herein are the result of individual study and consultation drafted to clarify the intent and spirit of the Code of Ethics. It is intended that these



notes are a live document that will be continually reviewed, updated and expanded in the light of specific scenarios and experiences. The purpose of separating the Guidance Notes from the Code of Ethics is to leave the Code free to assert the essential, fundamental principles and values of the Association.

Definitions:

‘Designer’ – Lighting Designer in the FILD sense (full voting members). For further details, see FILD statutes, its paragraphs and membership categories.

Enforcement:

The specific details of the enforcement of the Code of Ethics and potential actions regarding suspension and termination of membership are also dealt with in more detail in the following annexes to the statutes:

1. FILD regulations concerning acceptance incorporating the membership
2. FILD official grievance procedures

The interpretation of the Code of Ethics with regards to specific complaints or conducts and the application of the Code of Ethics will be handled by an ad-hoc Ethic Committee, nominated by the Council and including at least 3 professional members.

The committee is sovereign to recommend the termination of the designer’s membership in FILD if it deems that a designer has breached the ethic code. Such a recommendation will be brought to vote before the general assembly. No other body besides the committee is entitled to recommend termination of membership based on violation of ethics. The committee will formulate an examination and a termination procedure, which will include an early warning procedure to the member who is deemed to have violated the ethics code.

Any complaint about FILD member’s violation of the professional ethics code will be submitted for review to the committee.

It should be noted that in considering specific complaints and conducts the ethic committee will do so bearing in mind the level of suggested violation and previous history and performance of the accused. For instance, one-off breaches of some of the issues contained within the Code of Ethics could, when considered in light of previous performance and industry wide practice, be considered to be unintentional and not grounds for termination of membership.

Notes:

The following scenarios are considered to be examples of practices that FILD designers should engage in to ensure they are working within the three core principles of the FILD Code of Ethics.



Note 1.

The designer will endeavour to ensure that the professional engagement between designer and client is done in writing before the beginning of the work or within a reasonable time after the beginning of the work (within the first 6 weeks). The contract documentation or work order will state, as a minimum, the scope of the services to be performed by the designer and the agreed upon compensation.

Note 2.

In the course of carrying out his professional duties, the designer will strive to keep all secrecy about his client's private and business affairs, unless the client has willingly waived this secrecy on a specific matter. The designer will endeavour to instruct his employees to keep total secrecy about matters they learn of in the course of their work.

Note 3.

The designer will refrain from giving their professional services if there is a doubt as to whether they will be able to carry out their professional duties to their client for personal reasons or because of prior obligations to other clients.

Note 4.

Designers will not accept any payments, other than professional fees, or other forms of compensation from suppliers or manufacturers in conjunction with the professional services they are giving to a specific client on a specific project.

Note 5.

Designers should be respectful of the work of other lighting designers. In the case of a designer being aware of another designer who was or still is previously engaged on a specific project, the designer will only accept the assignment under condition with the express acknowledgement of the previous designer.

Note 6.

Designers will not use the drawings or documents of other lighting designers without the specific written agreement from the creator or the owner of that documentation.

Note 7.

Designers will not terminate their professional services to a client unless they have given them a reasonable chance to locate a new designer to complete the services. This will not apply if there is a compelling legal or ethical reason to interrupt the services. If the designer has decided to terminate his services for such a reason, they will give immediate written notice to his client and it is their duty to terminate his services in such a way as to refrain from damaging his client's affairs.

Note 8.

As defined in the FILD Statutes § , Membership Categories and Qualifications' designers shall maintain independence from the lighting manufacturing industry. Specifically designers shall not accept compensation, whether monetary or otherwise, in exchange for specification of products or solutions on specific projects. Compensation will be accepted only from the client with whom they have a specific lighting design contract.

Note 9.

Designers shall maintain the appropriate levels and types of Professional Insurances to cover (as a minimum) their Professional Liability and General Liability.