



PICQS

Philippine Institute of Certified Quantity Surveyors

Philippine Institute of Certified Quantity Surveyors, Inc.

PROFESSIONAL ETHICS AND RULES OF CONDUCT



PICQS Professional Ethics and Rules of Conduct

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1. Introduction, Objectives and Definition

Philippine Institute of Certified Quantity Surveyors (PICQS), Inc. is an organization of Filipinos in the practice of Quantity Surveying (QS) and dedicated to the promotion of this discipline by adhering to the tenets of professionalism and the ethical standards mandated by the law. We are committed to make our presence felt in society so that through our diligent performance, we shall win the admiration of our peers in the different trades of the building industry, that we become an encouragement to our fellow practitioners, and that we serve as inspiration for others to join this profession.

PICQS:

Shall uphold the standards of professional institutions of Quantity Surveying overseas, wherefrom the conferral of our professional status emanated.

Recognizing that not a few of our fellow graduates, particularly those from the field of engineering, are engaged in the varying roles in the practice of Quantity Surveying here and abroad, PICQS aims to:

- unite them under one national body and give recognition of their efforts and contribution to the discipline.
- create affordable means for academic training, as well as provide resources for continuing professional development in Quantity Surveying.
- assist them in achieving professional status for undertaking greater responsibilities.

Aims to represent our esteemed professional institutions abroad for national functions, such as supporting information drives and leading campaigns to promote Quantity Surveying as an academic curriculum in the national education system.

The Policy Making, Planning and Controlling Body of the PICQS is the **Board of Trustees**.

The **PICQS Ethics and Appeals Committee** takes charge of all members' Professional Ethics, complaints, appeals and disciplinary action.

The Philippine Institute of Certified Quantity Surveyors (PICQS), Inc. is referred herein as the '**PICQS**', the PICQS Board of Trustees is referred herein as the '**BoT**' and the PICQS Ethics and Appeals Committee is referred herein as the '**EAC**'.

PICQS Ten (10) Chapters are: PH (Philippines), SG (Singapore), APAC (Australia, New Zealand, Indochina [Cambodia, Laos, Myanmar, Thailand and Vietnam], Brunei, Indonesia and Malaysia), UAE (United Arab Emirates), KSA (Kingdom of Saudi Arabia), QA (Qatar), BH (Bahrain), OM (Oman), UK (United Kingdom), NA (North America: United States of America and Canada).

Members are under the Chapter where he/she is currently located. Members who are not in the mentioned Chapters will be under the PH Chapter.

PICQS Student Chapter Membership shall refer further to its Membership Guidelines.

This **Guide** outlines the PICQS Professional Ethics and Rules of Conduct.



2. PICQS Ethical Standards and Rules of Conduct

2.1 PICQS Ethical Standards are fundamental to establish the required level of professionalism, which consists of:

I	–	Integrity
T	–	Trustworthy
E	–	Equality
A	–	Accountability
C	–	Corporate Social Responsibility
H	–	High Standard of Competence

2.2 PICQS Rules of Conduct

Professional behaviour

Members shall always act with integrity, avoid conflicts of interest and do not engage in any actions that are not befitting that of a professional

Continuing Professional Development (CPD)

Members shall plan, undertake and record appropriate continuing professional development of 13 hours per year and submit any evidence to PICQS as required

Solvency

Members shall ensure that they properly manage their personal finances

Provision of Professional Indemnity Insurance

Any Member who operates his/her own Firm shall ensure that all Works undertaken by the Firm is covered by an adequate and appropriate professional indemnity insurance cover which complies with standards

Payment of Membership Fee

Members shall ensure that they pay their annual Membership fee on a timely basis

High Standard of Service

Members shall provide the highest standard of professional service

Participation in Meetings/Events

Members shall actively participate in the following: Annual General Membership, Meetings, Annual National Convention, Conferences and Chapter Meetings

2.3 Professional Ethics

PICQS Professional Ethics Training has been prepared to ensure member's awareness in upholding high professional and ethical standards.

This will consist of online module and online test for you to answer.

As part of the Membership Validation requirement for submission the result of this test must be attached to show proof that you have passed and successfully completed.

Link to form: [Professional Ethics Form](#)



3. PICQS Guide to Professional Ethics

Accepting Gifts and Inducements

Accepting gifts, bribes or inducements directly or indirectly is against the ethical standards of PICQS

Discrimination

All Members must act openly, fairly and respectfully at all times. Discriminating others for reasons of nationality, religion, disability, sexual orientation, gender or marital status is against the ethical standards of PICQS

Conflict of Interest

All Members must declare any form of Conflict of Interest to the EAC. Should declaration be not enough, the EAC may require the Member who is a Key Officer to immediately terminate its position at PICQS.

Poaching

Poaching of staff, directly or indirectly is a violation of the Ethical Standards of PICQS. Members who are inviting or encouraging applicant during membership interviews to join a certain company is not allowed.

Non-disclosure of confidential information

A Member must not disclose any confidential information of its firm, its suppliers and its company's subsidiaries

Financial Transactions

All financial transactions must be accurately, completely accounted for, reported and recorded in the books in accordance with accounting standard and principles

Distribution, Reproduction, Alteration and Use of files

The reproduction, distribution, alteration and use of any PICQS materials (presentation, e-files, audio and visual materials, etc) without the permission of PICQS and its affiliated professional bodies is against the PICQS Ethical Standards.

Using of PICQS Nominals and any other bodies' post nominals

Members should at all times be responsible in ensuring they only use a post nominal appropriately. If Membership has been terminated by any professional body, no Member should use the post nominals in CVs or any other material for promotion or for any other purposes.

Sustainability

A Member should always make an effort to protect the environment by being responsible for its actions, by advocating the use of sustainable materials and standards and by not contributing to air, water and land pollution.

Behavior in the Community

PICQS Members are in every part of the world. Each member must behave professionally and abide by the rules of the community in which they are working and living.



4. Self-Regulating the QS Profession in the Philippines

PICQS shall conduct an Assessment of Professional Competence (APC) interviews to Members as it is that professional local body having the mandate to confer the title of 'Certified Quantity Surveyor'.

PICQS shall run an APC Training Program, an internationally recognized program, to support its Members to pass the assessment.

The QS profession is a significant profession that can:

- Influence laws on Built Environment.
- Help streamline tendering processes in government projects.
- Set standards for bidding procedures and professional services.
- Influence the construction industry with the use of standard measurement standard through the ICMS (International Construction Measurement Standard).
- Establish code of Ethics for QS practice.



4. Duties and Obligations of Member

It is the Member's responsibility to:

- Acquire full understanding of the PICQS Conditions of Professional Ethics and Rules of Conduct.
- Ensure that he/she exemplifies the qualifications of a Certified QS delivering quality services by achieving sets of technical competencies as well as interpersonal, business and management skills, and upholding high professional and ethical standards.
- Compliance to Continuing Professional Development (CPD) as a commitment to continually update the skills and knowledge in order to remain professionally competent.
- Abide to the PICQS by-laws, ethical standards and rules of conduct.
- Regularly pay their annual membership dues.
- Settle promptly all the other financial obligations due to PICQS
- Actively participate in the following: Annual General Membership Meetings, Annual National Convention, Conferences and Chapter Meetings.
- Update the GMC on official change of info such as name, email and contact details
- Update on the current location and request transfer of membership (refer to Section 4).
- Be ready and available to serve once called for by the Organization.
- Achieve Certified QS status (PICQS conducts APC and its preparatory trainings: P3T, PAP1, GaMP, PAP2, PMLA)
- Must comply with other duties and obligations as may be prescribed by the BoT.



6. Disciplinary Rules and Cancellation of Membership

6.2 Disciplinary Rules

6.2.1 Non-compliance to Membership Validation requirements may lead to Cancellation of Membership (Refer to PICQS Membership Guidelines Section 3.3).

A. Payment of Membership Annual Subscription

B. Compliance to 13 CPD hours

C. Compliance to Professional Ethics

6.2.2 Declaration of false statement or false claims will be seriously dealt with.

6.2.3 Complaints as recommended by Ethics Committee.

6.2.4 BoT shall act on the recommendation and approved on the final disciplinary action.

6.3 Cancellation of Membership

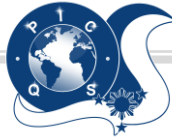
6.3.1 Due to non-compliance to the Membership Validation requirements will result to cancellation of membership and the its membership number reference. Non-compliance as result of:

- a. Non-payment of Membership Annual Subscription
- b. 13 CPD hours not achieved
- c. Failed to pass the Professional Ethics Test.
- d. Combination or all the above.

6.3.2 Due to consequence of a final decision filed against an erring member.

6.3.3 Final conviction for crime involving moral turpitude.

6.3.4 BoT shall act on the recommendation to cancel the membership.



7. Complaints and Appeals

7.1 General

Where legal action is not likely to be pursued, the complainant may submit a formal complaint against a member to the PICQS.

The PICQS can only receive complaints against individual members and not against firms, as firms are not members of the Institute.

The PICQS Board of Trustees has appointed an Ethics and Appeals Committee to act on its behalf in hearing complaints against members.

7.2 Procedures

All complaints must be submitted through email and submitted to the PICQS Ethics and Appeals Committee Head.

The complaint must include all details and supporting documents.

All complaints are to be treated as CONFIDENTIAL.

The Member will be given seven (7) working days to provide an initial response to the complaint.

The complainant and Member have the opportunity to present each case through emails to the Ethics and Appeals Committee Head.

Within 30 days of receiving the complaint, the Ethics Committee Head will review the complaint, including the member's written response to the complaint.

After considering all the information and evidence before it, the Committee will either:

- a) dismiss the complaint; or
- b) find the complaint proven and prepare a recommendation to the BoT for disciplinary action.

7.3 Appeals Procedure

The BoT shall form an appeal panel should the Complainant or Member raise an appeal.

The appeal can only be heard if there is substantial written evidence submitted.

The appeal shall be reviewed by the Appeals Committee Head within 15 working days of receipt of the written appeal and evidence.

The Appeals Committee Head shall submit its recommendation to the BoT and the BoT shall revise the earlier imposed disciplinary action if appeal is valid.



8. CPD compliance and requirements

Continuing Professional Development (CPD) is a commitment to continually update the skills and knowledge in order to remain professionally competent.

8.1 Each PICQS member must undertake and record a minimum of **13 hours of CPD activity each calendar year.**

8.2 CPD Records shall be filled-up with the PICQS member's info and the date attended, details of the CPD activity, Short description of learning undertaken and gained hours for immediate past year. This shall be submitted as attachment to the member validation form as referred in Section 3 of this Guide.

8.3 Formal and Informal CPDs

Formal CPD can be any form of structured learning that has clear learning objectives and outcomes, such as a professional course or structured online training. It could also be learning that includes an assessment measure. Includes the CPD Record Category: a, b, c, d, e, h, i, m, and p.

Informal CPD is any self-managed learning that is relevant or related to a member's professional role. Includes the CPD Record Category: f, g, j, k, l, n, and o.

8.4 Internal and External CPDs

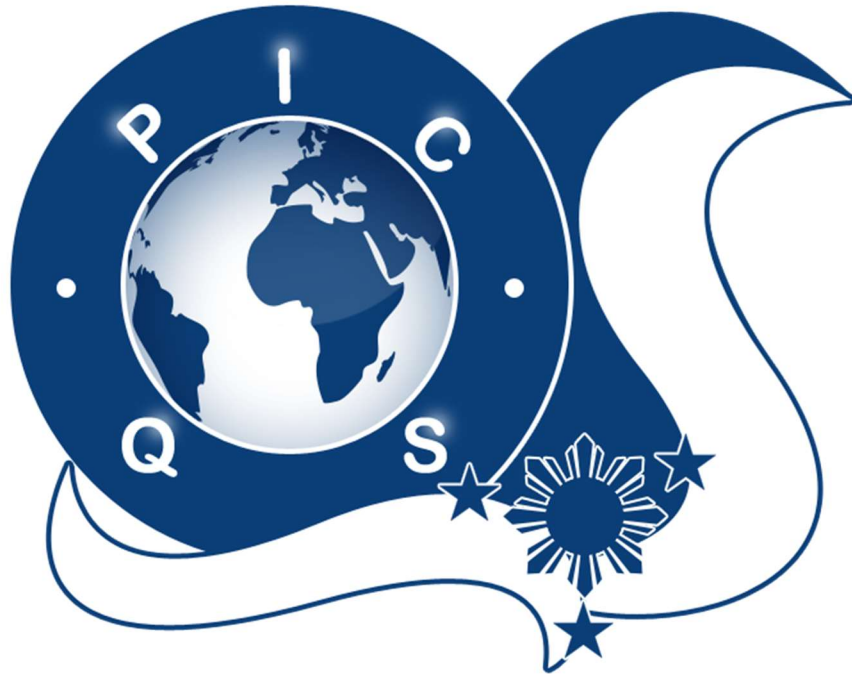
Internal CPDs are under the CPD Record Category: a, b, c, d, e, f, g, j, k, l, o, and p.

External CPDs are under the CPD Record Category: f, g, h, i, k, m, n, o, and p. The external CPD hours that can be claimed by the member should not be more than 50% of the required 13 CPD hours.

8.5 Failure to comply with the rules on CPD will be treated in the same way as any other rule breach under PICQS Disciplinary Rules as referred in Section 3.2 of this Guide.

8.6 Activity that cannot be considered as CPD are social activities, networking or meetings that have little or no relevance to professional role, running a personal website, blog or newsletter and participation in marketing events.

Item	Category	Details of the CPD Activities
1	a	PICQS sponsored CPDs (face-to-face & online)
2	b	PICQS Structured Training Program (P3T)
3	c	PICQS Structured Training Program (PAP 1)
4	d	PICQS Structured Training Program (GaMP)
5	e	PICQS Structured Training Program (PAP 2)
6	f	Private Reading of PICQS Monthly and other construction related books/journals
7	g	Preparation of presentation material for training/PICQS publications
8	h	CPD sponsored by other professional organizations
9	i	Attendance to PAQS Congress and other professional organization conferences
10	j	Mentoring of PICQS APC Candidates and PICQS Students
11	k	PICQS and other professional organization committee meetings
12	l	Conducting PICQS professional interviews for membership admission/ APC Interviews
13	m	Company trainings/courses for career development and APC journey
14	n	Submission of article/research/essay for PAQS and other essay competition
15	o	Article contribution to PICQS Monthly/FoQuS/Online CPD and Technical Authorship
16	p	Presenter in PICQS Structured Training Program/Conducting Trainings



Ethics Regulatory Board Rules and Procedures

PICQS Ethics Regulatory Board Rules and Procedures

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INTRODUCTION

The following PICQS Ethics Regulatory Board Rules and Procedures (the “Procedures”) are the guidelines for processing possible violations of the ethical standards issued by the Philippine Institute of Certified Quantity Surveyors (“PICQS” or the “Institute”) applicable to all PICQS Members.

All Members are to understand and agree that these Procedures are a fair process for resolving all ethics matters duly adopted by PICQS; and shall be bound by decisions made, and requirements issued, pursuant to these Procedures.

A. General Provisions

1. Nature of the Process

By applying for membership in the Institute, Members agree that they will accept the exclusive authority of the Institute to apply the *PICQS Code of Ethics and Professional Conduct* (the “Code”), these Procedures, and other relevant PICQS policies to resolve ethics matters.

These Procedures are designed to encourage full Code compliance by all Members. The Code and these Procedures are also designed to protect the Members, through the use of reasonable due process procedures, against patently false, malicious or groundless accusations that could result in significant harm if not properly handled.

While the adoption and enforcement of the Code demonstrates the Institute’s commitment to enhancing ethics among the Members, it should not be construed in any manner as a guarantee or certification of the competency and/or professional qualities of Members. Rather, the Code and these Procedures are designed to encourage the maintenance of ethical standards and to enforce such standards in those instances when an alleged violation is brought to the attention of the Institute through the processes outlined in these Procedures.

2. Participants

Ethics cases may be decided by the Chapter Complaints Review Committee (the “CCRC”), Ethics Review Committee (the “ERC”) and the Ethics Appeals Panel (the “Appeals Panel”) referred to as the “Parties”.

The following individuals may be referred to in these Procedures collectively as “Participants”:

Respondent:

A PICQS Member or a group of PICQS members who is/are the subject of the ethics complaint or investigation will be identified as the Respondent.

Complainant:

An individual, group, or organization that initiates an ethics complaint will be identified as the Complainant.

Witness:

An individual who provides written testimony in connection with an ethics complaint will be identified as the Witness.

3. Time Requirements

The ERB will make every reasonable effort to follow the time requirements with maximum of 15days for each process. However, failure to meet a time requirement will not prohibit the final resolution of any ethics matter, or otherwise prevent ERB from acting under these Procedures. Participants are required to comply with all time requirements specified in these Procedures. The CCRC Chairman, ERC Chairman or Appeals Panel Chairman may grant time extensions or postponements at their discretion, as applicable, in response to a Participant's timely request.

4. Confidentiality

Complainants, Respondents, and Witnesses are required to maintain the confidentiality of materials submitted to or received by the concerned committee as part of the ethics complaint process. All parties shall make reasonable efforts to maintain the confidentiality of relevant materials.

Without limitation, the following are situations in which the Institute may disclose case-related materials and information but not limited to:

- a) Maintaining and publishing general statistical and anonymous information regarding ethics cases;
- b) Publishing redacted final published rulings, decisions, requirements, and/or orders of the ERC or the Appeals Panel.
- c) Confidentiality undertaking to be submitted by all the parties

5. Failure to Cooperate

If any of the Participants refuses to cooperate with the CCRC, the ERC or the Appeals Panel concerning matters arising under these Procedures without good cause, the concerned committee may:

- Terminate the ethics complaint of an uncooperative Complainant; or
- If a Respondent is uncooperative, the ERC may proceed with the decision for disciplinary action without his/her participation and therefore forfeits his right to an appeal.

6. Respondent's Membership Withdrawal

During the course of any ethics case, should a Respondent wish to withdraw his PICQS membership, the Institute will automatically cease to consider the matter and refer the case to the Membership Committee in accordance with the membership procedures and policy and PICQS by-laws.

7. Notices

All notices will be sent to all Participants by email to the addresses provided by the Chapter Membership Committee.

8. Document Retention

All ethics related documentations are confidential and ERB is responsible for safekeeping and retention for a maximum of 3years.

9. Conflicts of Interest

All Parties shall submit the Declaration of Conflict of Interest Form to ethics.compliance@picqs.org.

B. Submission of Ethics Complaints/Acceptance or Rejection

1. Submission of Complaint

Any individual, group, or, in appropriate cases, the Institute, may initiate an ethics complaint and be a "Complainant." In the event a group, or the Institute is the Complainant, a single individual must be designated to receive correspondence and represent the Complainant.

Each Complainant must submit the Ethics Complaint Submission Form to the Chapter President (or National Secretary - in the event that the Chapter President is the respondent), a complete Ethics Complaint Form, including a detailed written description of the factual allegations supporting the ethics complaint and an explanation of how the allegations set forth in the complaint may constitute a violation of the Code. Anonymous complaints where the Complainant is not identified are not permitted and will be rejected.

Upon receipt of a complaint, the Chapter President / National Secretary shall assign two (2) Chapter Members (of good standing) to conduct initial investigations and gather factual information. The Chapter President together with the two (2) assignees will form part of the Chapter Complaints Review Committee (CCRC) to determine whether there is a case to elevate to the Ethics Review Committee.

Notwithstanding the above, should a complaint constitute beyond the PICQS Ethical Standard (i.e. criminal, illegal activities, etc.) against the PICQS member, such matter will

be automatically rejected and the complainant shall refer the case to the relevant authorities.

2. Complaint Rejection

Upon receipt of a complaint, the Chapter President / National Secretary may use discretion to determine that the complaint:

- a. Contains factually unreliable or insufficient information;
- b. Is insignificant;
- c. Should be resolved under the PICQS Grievance Policy under Global Membership; and/or
- d. Is against an individual who is not a PICQS Member.

If the Chapter President / National Secretary determines that an allegation or charge should not constitute a formal ethics complaint, the Chapter President / National Secretary will return all information submitted and notify the Complainant of the rejection and its basis by email.

3. CCRC Complaint Acceptance

If there is no rejection as described in Section B.2, the Chapter President / National Secretary shall assign two (2) Chapter Members (of good standing) to conduct initial investigations and gather factual information. The Chapter President together with the two (2) assignees will form part of the Chapter Complaints Review Committee (CCRC) to determine whether there is a case to elevate to the Ethics Review Committee.

The CCRC Chairman will endorse and provide complete Ethics Complaint Report to the Ethics Regulatory Board (ERB) upon completion of the CCRC review.

4. Ethics Review Committee (ERC)

Upon complaint acceptance, the ERB Chair assigns Ethics Review Committee of two (2) members to a case. The ERC reviews the Ethics Complaint Report provided by CCRC and engages in resolution of each ethics complaint, subject to the provisions of these Procedures. The ERC may contact the respondent and / or CCRC Chairman for further clarifications (if any).

5. ERC Complaint Resolution

Upon completion of its review, the ERC shall determine whether the complaint warrants a disciplinary action against the Respondent. If the ERC concludes that disciplinary action is necessary, it shall issue to all the relevant Parties a written resolution identifying each Code violated.

6. Complaint Withdrawal

A Complainant may withdraw a Complaint at any time by providing written notice to the Chapter President / National Secretary or ERB. The concerned Review Team (in the case of a Complaint which is under review at the time of the withdrawal) shall determine whether

there is sufficient evidence supplied or otherwise available to be developed without the cooperation of the Complainant to justify continuing to pursue the investigation of the Complaint. The Review Team shall also consider all other relevant factors when determining whether to continue pursuing the Complaint, including the possible effects on the Complainant and/or others if the investigation were to continue. If the Review Team decides not to pursue the Complaint after a Complainant's withdrawal, the Complaint shall be dismissed.

C. ERC Decision and Order

1. Ethics Review Committee Decision and Order

The ERC will prepare a Decision and Order after closing the record, including:

- A summary of the case, including the positions of the Complainant and the Respondent;
- A summary of relevant factual findings based on the record;
- A final ruling on the violations of the Codes;
- A statement of any corrective or disciplinary action(s); and
- Other directives issued by the ERC.

Copies of the ERC Decision and Order shall be sent to the Respondent and the Complainant. The ERC shall strive to send the ERC Decision and Order not later than fifteen (15) days following the final decision.

2. Disciplinary Actions Available

When a Respondent is found to have violated one or more PICQS Code provisions, the ERC may issue and order one or more of the following disciplinary or remedial actions:

- a. Membership probation for a period up to six (6) months, including any appropriate restrictions or conditions concerning membership rights and others (i.e. suspension of holding any PICQS position for a specified period as advised by the Board);
- b. Suspension of membership status for a specified period of one (1) year, including any appropriate conditions;
- c. Termination of membership in accordance with the membership procedures and policy and PICQS by-laws.

For each of the above-listed disciplinary action, the ERC shall determine how to publicize the decision(s). Should the Respondents found to have violated one or more Code provisions may be subject to restrictions established by the Institute, such as prohibitions against serving on particular PICQS positions.

D. Ethics Appeal Panel/Appeals

1. Submitting an Appeal

a. Deadline.

Within fifteen (15) days of receiving the in question ERC Decision and Order, the Respondent may submit a Request for Appeal Form to the Ethics Review Board (ERB).

b. Appeals Panel Appointment.

If the Request for Appeal Form is not timely or otherwise fails to meet the requirements of these Procedures, the ERB, shall send a rejection letter within seven (7) days to the Respondent, with explanation for why the appeal was rejected. If the Request for Appeal Form is timely and otherwise meets the requirements of these Procedures, the ERB shall notify the Respondent within seven (7) days. Upon notification, the ERB as the Chairman shall appoint a two-member Appeals Panel (corporate member with good standing) to consider and review the appeal.

2. Grounds for Appeal

An adverse ERC Decision and Order may be reversed and otherwise modified by the Appeals Panel. However, the grounds for appeal of an adverse decision are strictly limited to the following:

a. Procedural Error

The ERC committed clear error in the application of a provision contained in these Procedures, and that misapplication prejudiced the Respondent.

b. New or Previously Undiscovered Information

Respondent provided relevant proof that was not previously in his/her possession and was not reasonably available prior to closure of the record; and, could have affected the ERC decision.

c. Arbitrary and Capricious

Decision made by the ERC constituted an abuse of discretion and had no reasonable basis for arriving at the conclusion it reached.

3. Contents of Request for Appeal Form

The Respondent must submit to the ERB a letter or other written document containing the following information and material:

- The ethics case name;
- The date of the ERC Decision;

- A statement and complete explanation of the reasons for the appeal under Section D.2, including an explanation and basis for any request concerning a reduction in the discipline issued by the ERC; and,
 - Copies of any material supporting the appeal.
- a. In the case of an appeal under Section D.2.a, the Respondent must provide a specific reference to the procedure(s) involved and to the section(s) of the case documentation which supports the Respondent's position.
 - b. In the case of an appeal under Section D.2.b, the Respondent must provide the relevant new or previously undiscovered information, a written statement as to whether such information was reasonably available at the time the case was considered by the ERC, and a written explanation as to how the new or previously undiscovered information would have affected the ERC's decision.
 - c. In the case of an appeal under Section D.2.c, the Respondent must provide a written explanation explaining why the ERC had no reasonable basis for arriving at its conclusion and citing specific parts of the record which support the Respondent's position.

If the Form or other document submitted by the Respondent to the Appeals Panel fails to include all of the above contents or if it fails to provide sufficient information and documentation to support an appeal under Section D.2, the Appeals Panel shall reject the Respondent's appeal.

4. Appeals Submission Acceptance / Rejection

Should there be a basis for appeal on the submitted form in accordance with sections D.3.a, D.3.b and D.3.c , the ERB Chairman shall appoint a two-member Panel (corporate member with good standing) to consider and review the appeal, unless otherwise rejected ERB will notify the Respondent.

5. Ethics Appeals Panel Review and Hearing

Should a hearing be required, the Ethics Appeals Panel will invite the Respondent on an online meeting for further clarifications to help in finalizing the decision.

6. Ethics Appeals Panel Decision and Order

Following the Appeals Panel Review and Hearing, the Ethics Appeals Panel will issue an Appeal Decision and Order stating:

- The outcome and resolution of the appeal, including a summary of relevant portions of the ERC Decision and Order;
- A summary of any relevant procedural or factual findings made by the Appeals Panel;
- The Appeals Panel's ruling(s) and decision(s) with respect to the matters under appeal; and,

- The Appeals Panel’s final Decision and Order affirming, reversing, amending, or otherwise modifying any portion of the ERC Decision and Order, including any final disciplinary action or sanction issued by the Appeals Panel.

Copies of the Appeals Panel Decision and Order shall be sent to the Respondent, the Complainant, and the ERC.

E. Finalizing Ethics Cases

1. Events Which Will Cause Final Closure of an Ethics Case

An ethics case will be closed and no longer considered active when any of the following occur:

- The ethics complaint has been rejected or dismissed pursuant to these Procedures;
- A final decision has been issued by the ERC without appeal pursuant to these Procedures; or
- A final decision has been issued by the Appeals Panel pursuant to these Procedures without further action required by the ERC.

2. Events Which Will Cause a Decision and Order to Become Final

A Decision and Order issued by the ERC that is not appealed within the prescribed period is considered closed.

A rejected Appeal(s) by the Ethics Appeals Panel is also considered closed.

F. Probation and Suspension Orders/Reinstatement Procedures

Following the expiration of a final Decision and Order which includes a probation requirement under these Procedures, the ERC will refer to the Membership Committee (MC) to ascertain whether the Respondent has satisfied the terms of the probation order. The MC will advise and do the necessary action accordingly.



PICQS

Philippine Institute of Certified Quantity Surveyors

CONDUCT, ETHICS AND APPEAL RECOMMENDATION FORM

Executive Summary and Recommendation

Narration:

Information:

Recommendations:

Review and Analysis

Recommendation

Prepared and verified by:

Conduct, Ethics and Appeal Committee Member

Conduct, Ethics and Appeal Committee Member

Noted by:

PICQS – Conduct, Ethics and Appeal Committee Head



PICQS

Philippine Institute of Certified Quantity Surveyors

DECLARATION OF CONFLICT OF INTEREST (COI) FORM

Part A – Declarer's Information

Name:

Designation:

Chapter:

Part B – Declaration of Conflict of Interest (COI)

I understand that if I have any direct or in direct interest in any company(s), organization (s) or individual (s) with the actual or potential conflict of interest, I shall make a declaration to the Compliance and Ethics Committee:-

I hereby declare that the following actual or potential conflict of interest:-

1. Description of the situation giving rise to the actual or potential conflict of interest:

2. Name of the company(s), organization(s) or individual(s) with actual potential conflict of interest:

3. Nature of personal interest or involvement with company(s), organization(s) or individual(s) with actual potential conflict of interest

The undersigned hereby acknowledge the above noted actual or potential conflict of interest and agree to the above noted action to be taken to mitigate the actual potential COI.

Signature: _____

Date: _____
(MM/DD/YY)

Part C – Record of Resolution of the Compliance and Ethics Committee

With respect to the above declaration, the Committee pass the following resolution:

(name of the person making the declaration) should refrain from performing or getting involve in performing any duty, as described in Part A, which may give rise to a conflict.

(name of the person making the declaration) may continue to handle the duty, as described in Part A, provided that there is no change in the information declared above.

(name of the person making the declaration) is not acceptable and could not be resolved. This COI declaration form needs to be endorsed to one of the Members of the Board of Trustees not associated with any of this COI.

Others (please specify)

Agreed and signed:

Conduct, Ethics and Appeal Committee Member

Conduct, Ethics and Appeal Committee Member

PICQS – Conduct, Ethics and Appeal Committee Head

Date of Meeting:

(MM/DD/YY)

Members must avoid conflicts of interest or situations where their personal interests could conflict or appear to conflict with their duties and responsibilities to PICQS.

If members find themselves in situation or potential situations, of conflict of interest they must seek guidance from Ethics and Appeal Committee if a conflict exist and how to deal with it. If a conflict of interest is identified the member must formally declare by using this Declaration of Conflict of Interest Form.

Please send the completed form to ethics.compliance@picqs.org



PICQS

Philippine Institute of Certified Quantity Surveyors

REQUEST FOR APPEAL (ETHICS) FORM

Part A – Information and Materials

Ethics Case #:

Date of the ERC Decision:

Requester(s) Name (Complainant/Responded):

Part B – Statement / Reasons for Appeal

My (our) appeal is based on the following:-

Note: The grounds for appeal of an adverse decision are strictly limited to the following:

Check one or more and set forth (narrative) the facts and evidence which support the bases cited.

- Procedural Error** (The ERC committed clear error in the application of a provision contained in these Procedures, and that misapplication prejudiced the Respondent):

- New or Previously Undiscovered Information** (Respondent provided relevant proof that was not previously in his/her possession and was not reasonably available prior to closure of the record; and, could have affected the ERC decision):

- Arbitrary and Capricious** (Decision made by the ERC constituted an abuse of discretion and had no reasonable basis for arriving at the conclusion it reached):

Part C – Ethics Appeals Panel Decision and Order

The following are the Appeals Panel Decision and Order stating:

- The outcome and resolution including summary of relevant portions of the ERC Decision and Order

- Summary of relevant procedural or factual findings.

- The Appeals Panel's ruling(s) and decision(s) with respect to the matters under appeal:

- Final Decision and Order (accepting, affirming, reversing, remanding, amending, or otherwise modifying any portion of the ERC Decision and Order, including any final disciplinary action or sanction issued by the Appeals Panel).

Agreed and signed:

(Ethics) Appeals Committee Member

(Ethics) Appeals Committee Member

(Ethics) Appeals Committee Head

Date of Meeting:

(MM/DD/YY)

Copies of the Appeals Panel Decision and Order shall be sent to the Respondent, the Complainant, and the ERC.

Please send the completed form to ethics.compliance@picqs.org



PICQS

Philippine Institute of Certified Quantity Surveyors

ETHICS COMPLAINT SUBMISSION FORM

Part A – Complainant’s Information

Name of the Complainant(s):

Designation & Chapter:

E-mail & Telephone #:

Name(s) of the PICQS member(s) Respondent(s):

Part B – Detailed description of the factual allegations :

Any individual, group, or the Institute, may initiate an ethics complaint and be a “Complainant.” In the event a group, or the Institute is the Complainant, a single individual must be designated to receive correspondence and represent the Complainant.

Each Complainant must complete the Ethics Complaint Submission Form:

Detailed description of the conduct involved.

State the specific principle(s) of the PICQS Rules of Conduct and Code of Ethics which you believe the allegations set forth in the complaint may constitute violation of the Code(s)

I certify that the information provided in this Ethics Complaint Submission Form including all the attachments are true and accurate to the best of my knowledge and belief.

Signature: _____

Date: _____

(MM/DD/YY)

Part C – Preliminary Review by Chapter Complaints Review Committee (CCRC)

Upon receipt of a complaint, the Chapter President / National Secretary being the Chapter Complaints Review Committee (CCRC) may use discretion to determine that the complaint:

Rejected. (Complaint Rejection can be determined by the following):

- Contains factually unreliable or insufficient information;
- Is insignificant;
- Should be resolved under the PICQS Grievance Policy under Global Membership; and/or
- Is against an individual who is not a PICQS Member

Accepted:

The Chapter President / National Secretary shall assign two (2) Chapter Members (of good standing) to conduct initial investigations and gather factual information. The Chapter President together with the two (2) assignees will form part of the Chapter Complaints Review Committee (CCRC) to determine whether there is a case to elevate to the Ethics Review Committee

Complaint Withdrawal:

A Complainant may withdraw a Complaint at any time by providing written notice to the Chapter President / National Secretary or ERB. The concerned Review Team shall determine whether there is sufficient evidence supplied to be developed without the cooperation of the Complainant to justify continuing to pursue the investigation of the Complaint. If the Review Team decides not to pursue the Complaint after a Complainant's withdrawal, the Complaint shall be dismissed.

Agreed and signed:

Chapter Complaints Review Committee Member

Chapter Complaints Review Committee Member

Chapter Complaints Review Committee President

Date of Meeting:

(MM/DD/YY)

If the CCRC determines that an allegation or charge should not constitute a formal ethics complaint, this Form will be returned with all information submitted and notify the Complainant of the rejection and its basis by email.

Please send the completed form to the Chapter President (or National Secretary - in the event that the Chapter President is the respondent)

Ethics Regulatory Board Rules and Procedures Flow Chart

