



ADVANCING BUILT ENVIRONMENT
COST PROFESSIONALS

AIQS CODE OF CONDUCT

JUNE 2024

澳大利亚工料测量师学会(AIQS)专业行为守则
2024 年 6 月

This document is available in both English and Mandarin. In the event of any discrepancies between the two versions, the English version shall prevail.

本文件提供英文和中文两个版本。如两个版本之间存在任何不一致，以英文版本为准。

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1. GENERALLY

- 1.1 Every member of The Australian Institute of Quantity Surveyors (AIQS) shall comply with the Constitution, By Laws, Regulations, Practice Standards, Guidance Notes, and Code of Conduct from time to time established by the AIQS.
- 1.2 The Code of Conduct ("the Code") is a public statement of the principles, values and behaviour expected of members of the AIQS, as determined by the Board, and is freely available on the AIQS website.
- 1.3 The purpose of the Code is to ensure that high standards of corporate and individual behaviour are observed by all members.
- 1.4 A breach of this Code may constitute Professional Misconduct which may be investigated by AIQS in accordance with the AIQS Complaints Policy.

1. 概述

- 1.1 澳大利亚工料测量师学会(AIQS)的每位会员均应遵守本会制订或修订的章程及实施细则、规范、执业标准、规则指南和行为守则。
- 1.2 此《行为守则》(以下简称“守则”)是由 AIQS 董事会确立并公开声明的原则、价值观和行为规则;可在 AIQS 网站上免费浏览下载,供 AIQS 会员遵照执行。
- 1.3 此守则旨在确保全体会员的团体或个人行为遵从严格标准。
- 1.4 违反本守则构成不当执业行为的,由 AIQS 根据《AIQS 投诉政策》进行调查处理。

2. DEFINITIONS

For the purposes of this Code, the following definitions shall apply:

- 2.1 **Client** - means an individual who or an organisation which enters into an agreement with a member, partnership, or corporation for the provision of professional services on a specific project or projects.
- 2.2 **Employer** - means an individual who or a partnership or corporation which engages a member as a salaried employee.
- 2.3 **Member** – means all Voting members and Non-Voting members as defined in the AIQS Constitution and By-Laws.
- 2.4 **Partnership or Corporation** - means partnerships or corporations offering quantity surveying services either solely or in combination with other professional services, and having partners or directors who are members of AIQS.
- 2.5 **Professional Conduct** - means the adherence to a standard of behaviour befitting a quantity surveyor and Institute member at all times while engaged in a professional capacity.
- 2.6 **Professional Misconduct** - means behaviour which in the opinion of AIQS falls short of or directly contravenes professional conduct.
- 2.7 **Secretary** - means the person appointed from time to time as the company secretary under the Australian Securities Commission regulations.

2. 定义

该守则涉及的名词术语定义如下:

AIQS CODE OF CONDUCT (JUNE 2024)

The Australian Institute of Quantity Surveyors | ABN 97 008 485 809

AIQS 行为守则 (2024 年 6 月)

澳大利亚工料测量师学会|澳大利亚营业执照号 ABN 97 008 485 809

- 2.1 **客户**：指接受特定项目专业服务的个人或组织，该个人或组织已与会员、合伙人或法人就特定项目专业服务达成协议。
- 2.2 **雇主**：指聘用会员为受薪雇员的个人或合伙人或法人。
- 2.3 **会员**：指 AIQS 章程及实施细则中定义的所有有表决权的会员和无表决权的会员。
- 2.4 **合伙人或法人**：指提供工料测量服务 (也可同时提供其他专业服务) 的合伙人或法人，其合伙人或董事是为 AIQS 会员。
- 2.5 **专业行为**：指工料测量师和学会成员在从事专业工作时履行的符合守则的行为。
- 2.6 **不当专业行为**：指 AIQS 认定的不符合或直接违反执业守则的行为。
- 2.7 **秘书**：指根据澳大利亚证券委员会条例被任命为公司秘书的人。

3. INTERNATIONAL ETHICAL PRINCIPLES

This statement of principles relates to fundamental tenets that form the basis for ethically robust professional behaviour. It shall be applied in all the professional relationships in which practitioners are involved. It reflects the varied contexts in which they work and the challenges they face locally, nationally, and globally.

The ethical principles below are listed in alphabetical order and are considered to be of equal importance. If two or more principles come into conflict during an assignment, the practitioner should give precedence to the principle that best serves the public interest in the context of the particular circumstances. The public interest embraces but is not limited to:

- the maintenance of reliable services for clients,
- sustaining proper standards of conduct and behaviour, and
- upholding the reputation of the profession.

- 3.1 **Accountability**: Members shall take full responsibility for the services they provide; shall maintain knowledge of current professional technologies, models, and data relevant to their practice; shall recognise and respect client, third party and stakeholder rights and interests; and shall give due attention to social and environmental considerations throughout.
- 3.2 **Confidentiality**: Members shall not disclose any confidential or proprietary information without prior permission unless such disclosure is required by applicable laws or regulations.
- 3.3 **Conflict of Interest**: Members shall make all appropriate disclosures in a timely manner before and during the performance of a service. If, after disclosure, a conflict cannot be removed or mitigated, the practitioner shall withdraw from the matter unless the parties affected mutually agree that the practitioner should properly continue.
- 3.4 **Diversity**: Members shall promote an environment that is inclusive and open to enable people of varied abilities and identities to enter and thrive in their workplaces and respective professions.
- 3.5 **Financial Responsibility**: Members shall be truthful, transparent, and trustworthy in all their dealings.
- 3.6 **Integrity**: Members shall act with honesty, propriety, and fairness. They shall base their professional advice on relevant, reliable, and supportable evidence.

- 3.7 **Lawfulness:** Members shall observe the legal requirements applicable to their discipline for the jurisdictions in which they practice and any extra-territorial or international laws relevant to an assignment.
- 3.8 **Reflection:** Members shall regularly reflect on the standards and best practice for their discipline and shall take steps to ensure that their behaviour is consistent with evolving ethical principles and professional standards.
- 3.9 **Respect:** Members shall treat others with consideration; shall avoid diminishing any person's capacity for freedom, privacy, and independence; and shall recognise the importance of both engaging with others without discrimination or prejudice and sustaining their wellbeing and personal safety.
- 3.10 **Standard of Service:** Members shall provide services for which they are competent and qualified; shall ensure that any employees or associates assisting in the provision of services have the necessary competence to do so; and shall encourage employees and associates to maintain and advance their professional skills through continuing professional development and other resources.
- 3.11 **Transparency:** Members shall be open and accessible; shall provide relevant documentary or other material including terms of engagement in plain and intelligible language; and shall present the results of data and analysis clearly and without improper manipulation.
- 3.12 **Trust:** Members shall uphold their responsibility to promote the reputation of their profession and shall recognise that their practice and conduct bears upon the maintenance of public trust and confidence in the AIQS and the profession they represent.

3. 国际专业守则

该原则阐明了构成伦理合规专业行为的基本信条，适用于从业人员所涉及的所有执业关系，反映了在不同背景下，各地区、国家和全球执业活动的是具体条件和面临的挑战。

以下专业守则按字母顺序排序，同等重要，排名不分先后。如果两条或两条以上原则在同一执业过程中有冲突，从业者应根据具体情况，优先考虑更符合公共利益的原则。公共利益包括但不限于：

- 为客户提供持续可靠的服务；
- 坚持合规执业和行为标准；
- 维护专业声誉。

- 3.1 **问责制：**会员应对其提供的服务承担全部责任；应不断学习并掌握与其业务相关的最新专业技术、模型和数据；应承认并尊重客户、第三方和利益相关方的权益；并应在整个执业过程中充分考虑社会和环境因素。
- 3.2 **保密条款：**未经事先许可，会员不得披露任何机密或专有信息，但现行适用法律或法规另有规定的除外。
- 3.3 **利益冲突：**在提供服务之前和期间，会员应及时披露所有相关信息，以免发生利益冲突。如果在信息披露后，利益冲突仍无法消除或减轻，从业人员应退出该业务，除非受影响各方一致同意该从业人员继续提供服务。
- 3.4 **多元性：**会员应努力创建一个包容开放的环境，使不同能力和身份背景的人都能加入学会，并在他们各自的工作场所和职业生涯中获得成功。
- 3.5 **经济责任：**会员应在所有交易中坚持真实、透明原则，赢得客户信赖。

- 3.6 **诚信：**会员应诚实、得体、公平行事，提供的专业意见应当适用、可靠、有理有据。
- 3.7 **合法性：**会员应遵守其从业司法管辖区内适用的相关法律规定，并遵守适用于有关业务的任何域外法律或国际法。
- 3.8 **反思：**会员应定期反思其专业标准和最佳执业实践，并应采取措施确保其行为符合不断发展的道德原则和专业标准。
- 3.9 **尊重：**会员应以体谅的态度对待他人；应避免损害任何人享有的自由、隐私和独立权利；应明白到对他人不存任何歧视或偏见，并维护他人福祉和人身安全为首要。
- 3.10 **服务标准：**会员应具备提供相关服务的能力和资质；应确保协助其提供服务的任何雇员或助理具备所需的能力；并应鼓励雇员和助理通过继续教育和其他资源保持和提高专业技能，促进专业发展。
- 3.11 **透明：**会员应保持开放心态，平易近人；提供的相关文件或其他材料（包括约定条款），应采用通俗易懂的语言；提供的数据和分析结果应清晰明确，不得有不当篡改。
- 3.12 **信任：**会员应认真履行责任，提升其行业声誉，并认识到其操守和行为事关公众对 AIQS 及其所代表的行业的信任和信心。

4. RELATIONSHIPS WITH CLIENTS

- 4.1 Members must carry out their professional duties ethically, with honesty, competence, and in good faith, without personal bias, and in a manner which upholds the values and reputation of the quantity surveying profession.
- 4.2 In the areas of documentation, accuracy, timeliness, and fees, it is incumbent upon the member to provide their client with the information and professional guidance necessary for the client to make an accurate and informed decision about what performance standards, outcomes and risks can be expected in relation to the services they are engaging.
- 4.3 A member must act promptly and efficiently in the servicing of the client's instructions.
- 4.4 A member must, in the case of unavoidable delay, communicate to the client the progress being made in respect of the instructions issued to the member.
- 4.5 Members must not falsify or misrepresent their professional qualifications, grades of membership, experience or prior responsibilities.
- 4.6 A member must operate within the limits of their qualifications and experience and must not accept instructions in a field of practice in which they possess insufficient knowledge and skill to provide competent services to the client, unless the member obtains fully informed consent from the client to undertake the services in conjunction with a person having the required competence.
- 4.7 A member must obtain or confirm in writing all instructions and variations of instructions of the client or the client's representatives.
- 4.8 A member should properly supervise all services carried out for and on the member's behalf.
- 4.9 A member must not provide any advice or make any statement without reasonable foundation unless it is appropriately qualified or limited.

- 4.10 A member must complete the work or services required by the member's client, unless:
- the member and the member's client have otherwise agreed,
 - the member is discharged by the client, or
 - the member terminates the agreement with the client for just cause, and on reasonable notice to the client.
- 4.11 A member must not, during, or after termination of a retainer, disclose to any other person, who is not a partner or employee of the member's firm, any confidential information provided directly or indirectly by a client or to a client, unless:
- the client authorises the disclosure,
 - the member is permitted or compelled by law to disclose,
 - the member discloses information for the sole purpose of avoiding the probable commission or concealment of a felony, or
 - necessary for replying to or defending any charge or complaint as to conduct or professional behaviour brought against the member or his or her partners, associates, or employees.
- 4.12 Where information critical to the assignment being undertaken is relied upon by a member, the source of that information must either be disclosed in the relevant report or contained in the working papers supporting the relevant report and be appropriately attributed in either case, unless the information is protected by confidentiality, or the member is prevented by privacy or other like laws from disclosing or referring to the source.
- 4.13 A member must not directly or indirectly exert undue pressure or influence on any persons, whether by the offer or provision of any payment, gift, or favour or otherwise, for the purpose of securing instructions for work, or accept instructions from any person where there is reason to believe that undue pressure or influence may have been exerted by a third party in expectation of receiving a reward for the introduction.
- 4.14 In advertising or promoting their business, a member must do so in a manner which is not misleading and/or deceptive and is in accordance with this Code of Conduct.
- 4.15 Where holding themselves out to the public as practicing quantity surveyors, members must have and maintain appropriate professional liability and indemnity insurance. Where the member is a Registered Tax Agent, the level of professional liability and indemnity insurance must be in accordance with the Tax Practitioners Board Explanatory Note TPB (EP) 03/2010.
- 4.16 A member must retain all records in accordance with the relevant government record keeping requirements.
- 4.17 A member must act in the public interest above all other interests when undertaking the role as a quantity surveyor.
- 4.18 A member must comply with all relevant standards related to performing functions as a quantity surveyor.
- 4.19 A member must disclose to their clients and prospective clients, any compensation, consideration, or benefit received from or paid to others for the recommendation of the member's, or the member's company's, services.
- 4.20 When undertaking duties or functions on behalf of AIQS in an appointed role, a member must not promote the services of the company they work for.

- 4.21 A member must not seek to or actually derive a benefit from their position as an AIQS Director, Chapter Councillor, Region Councillor, Branch Committee member, Committee or Sub-committee member, APC Assessor, etc.
- 4.22 A member who has been engaged as an Expert Witness must complete and sign the AIQS Declaration for Expert Witness.

4. 客户关系

- 4.1 会员在履行专业职责时，必须遵守道德规范，诚实守信、发挥专业技能、不带个人偏见，以优良的执业操守维护工料测量行业的价值观和声誉。
- 4.2 在文件编制、准确性、及时性和费用方面，会员有责任向客户提供必要的信息和专业指导，以便客户充分了解其所委托服务的相关绩效标准、结果和风险，从而做出全面准确的决定。
- 4.3 会员必须迅速有效地执行客户指示。
- 4.4 在执行客户指示时，如发生不可避免的延误，会员必须及时向客户通报进展情况。
- 4.5 会员不得伪造或夸大宣传其专业资质、会员级别、经验或先前的职责。
- 4.6 会员必须在其资质和经验范围内执业，不得在其知识和技能不足的执业领域向客户提供服务，除非客户完全知情并同意，允许该会员与具有必要资质的从业人一起共同提供服务。
- 4.7 会员必须以书面形式接收或确认客户或客户代表的所有指示和指示变更。
- 4.8 会员应妥善监督代表其及以其名义提供的所有服务。
- 4.9 在没有合理根据的情况下，会员不得提供任何意见或作出任何陈述，除非已对该意见或陈述做出了适当的修饰或限定。
- 4.10 会员必须完成其客户要求的工作或服务，除非：
- 该会员与其客户另有约定；
 - 该会员被客户解聘；
 - 该会员因正当理由与客户终止协议，并在合理期限内通知客户。
- 4.11 在聘用期内或终止之后，会员不得将与客户相互提供的任何机密信息（无论直接或间接）透露给任何其合伙人或公司雇员以外的其他任何人，除非：
- 客户授权披露；
 - 法律允许或强制披露；
 - 披露信息的唯一目的是避免可能犯重罪或隐瞒重罪；
 - 该会员或其合伙人、助手或雇员的行为或执业行为受到指控或投诉，必须作出申辩或辩护。
- 4.12 如某会员所依赖的资料对所承担的任务至关重要，则该资料的来源必须在有关报告内披露，或包含在支持有关报告的工作文件内，并适当注明出处，除非该资料受保密条款保护，或该成员因私隐或其他类似法律而不能披露或提及该资料来源。

- 4.13 如果有理由相信，第三方可能施加了不适当的压力或影响，以期获得介绍报酬，则会员不得直接或间接对任何人施加不适当的压力或影响，无论是通过提供任何款项、礼物或恩惠或其他方式，其目的是获取工作指示，或接受任何人的指示。
- 4.14 在宣传推广其业务时，会员必须以不具有误导性和/或欺骗性的方式进行，并遵守本行为守则。
- 4.15 在以执业工料测量师的身份向公众提供服务时，会员必须购买并维持适当的专业责任赔偿保险。如果会员是注册税务代理，则其专业责任赔偿保险的级别必须符合《税务从业人员理事会解释说明 TPB (EP) 03/2010》。
- 4.16 会员必须按照政府要求保存所有记录。
- 4.17 会员在履行工料测量师职责时，必须坚持“公众利益高于一切”的原则。
- 4.18 成员在履行工料测量师职责时，必须遵守所有相关标准。
- 4.19 会员在向其客户和潜在客户推荐其他会员或会员公司或服务时，必须说明因此而收到或支付的任何酬金、报酬、或利益及相关情况。
- 4.20 在代表 AIQS 以其任命职位履行职责或职能时，会员不得宣传推广其所在公司的服务。
- 4.21 会员不得以其作为 AIQS 董事会成员、分会理事、区域理事、分会委员会成员、委员会成员等的职位中寻求或实际上取得利益。
- 4.22 作为专家证人的会员必须填写并签署 AIQS 专家证人声明。

5. CONFLICT OF INTEREST

- 5.1 A member must take reasonable steps to identify circumstances that could be construed as an actual, potential, or perceived conflict of interest.
- 5.2 A member must not, in any dealings with a client allow the interests of the member or an associate of the member to conflict with those of the client.
- 5.3 Subject to Rule 5.4, a member must not accept instructions from a client or continue to provide services to a client where accepting the instructions or continuing to provide the services is likely to create either a real or perceived conflict of interest.
- 5.4 Where a conflict of interest arises, or where a member identifies circumstances that could be construed as a conflict of interest, the member must:
- inform the client, and any other interested party, of the actual or potential conflict of interest,
 - encourage the client to obtain independent professional advice,
 - inform the client that neither the member or the member's firm can act or continue to act for the client unless the instructions are confirmed in writing with an acknowledgement of the actual or potential conflict of interest, AND
 - only accept the instructions or continue to provide the services if:
 - the client provides a written confirmation of their instructions with an acknowledgement of the actual or potential conflict of interest,

- any other interested party provides confirmation that the member and the member's firm may accept the instructions or continue to provide the services to the client, and
- the member discloses the conflict of interest in any relevant document or report prepared for the client relating to that matter.

5.5 A member must not accept a payment or favour from a third party which may affect their relationship with a client, unless the circumstances are fully disclosed to, and agreed by all interested parties.

5. 利益冲突

5.1 会员必须采取合理措施，发现并确认实际的、潜在的或被认为可能导致利益冲突的情况。

5.2 在与客户的任何交易中，会员自己或其关联人的利益不得与客户利益发生冲突。

5.3 在遵守该守则 5.4 条的前提下，如果接受客户指示或继续提供服务可能导致实际的或被认为的利益冲突，则会员不得接受客户指示或继续向客户提供服务。

5.4 如出现利益冲突，或会员发现可被视同为利益冲突的情况，该会员必须：

- 告知客户和任何其他利益相关方实际或潜在的利益冲突；
- 鼓励客户听取独立的专业意见；
- 告知客户，除非客户以书面形式确认并承认其指示可能导致实际或潜在的利益冲突，否则该会员或其公司均不可接受客户指示或继续为客户提供服务；
- 仅在下列情况下，会员可以接受客户指示或继续为客户提供服务：
 - 客户以书面形式确认并承认其指示可能导致实际或潜在的利益冲突；
 - 任何其他利害关系方确认该会员及其公司可以接受该客户指示或继续向客户提供服务；
 - 会员向相关客户提交了文件或报告，说明了有关利益冲突的情况。

5.5 会员不得接受任何可能影响客户关系的第三方付款或好处，除非相关情况已向所有利益相关方充分披露并经其同意。

6. IMPARTIALITY

6.1 A member must maintain the strictest independence and impartiality where the exercise of objective judgement is required. In such circumstances, a member must not:

- adopt the role of advocate in a case where their duty is to exercise independence and impartiality,
- act as an advocate and as an expert in the same matter,
- act as an advocate in a matter where another member of the same firm as the member has acted as an expert in that matter,
- act as an expert in a matter where another member of the same firm has acted as an advocate in that matter,
- allow the performance of their professional duties to be improperly influenced by the needs or preferences of a client or other party,
- rely upon critical information supplied by a client without appropriate qualification or confirmation from other sources, or
- act in any way inconsistent with the duties of independence and impartiality.

6. 公正

- 6.1 在需要进行客观判断的情况下，会员必须保持绝对的独立性和公正性。在这种情况下，会员：
- 不得在其职责是行使独立和公正判断的情况下，担任辩护人的角色；
 - 不得在同一问题上既担任辩护人，又担任评审专家；
 - 如果与会员在同一公司的另一名会员在某事项上担任评审专家，则该会员不得在该事项中担任辩护人；
 - 如果与会员在同一公司的另一名会员在某事项上担任辩护人，则该会员不得在该事项中担任评审专家；
 - 在履行专业职责时，不得受客户或其他方的需求或偏好的不当影响；
 - 不得仅依赖客户提供的关键信息，而应从其他信息来源进行充分验证或确认；
 - 必须始终保持独立和公正履职。

7. MEMBERS AND AIQS

- 7.1 A member must not:
- purport to represent the views of AIQS unless expressly authorised to do so, or
 - reflect adversely on the professional integrity of the AIQS, or its staff.
- 7.2 A member must conduct themselves in a manner which is not derogatory to their professional character nor likely to lessen the confidence of the public in the AIQS or the profession nor bring them into disrepute.
- 7.3 A member must take such steps as are reasonably necessary to maintain and improve their knowledge and skill in the fields in which they practice.
- 7.4 A member must not maliciously or carelessly do anything to injure, directly or indirectly, the reputation, or prospects of AIQS staff.
- 7.5 When dealing with AIQS, a member must be frank and honest and subject to any express requirement set out in the AIQS Constitution, By-Laws, and Regulations, a member must fully cooperate with any request for information or directive from AIQS where a complaint has been lodged or where there is deemed to be a prima facie breach of the Professional Regulations.
- 7.6 A member must notify AIQS of any complaint upheld against the member by any other Association or Regulatory authority of which they are a member within 30 days of being notified of the outcome of the complaint.

7. 学会与会员关系

- 7.1 会员
- 除非得到明确授权，否则不得发布或代表 AIQS 的观点；
 - 不得对 AIQS 或其工作人员的职业操守产生不良影响。
- 7.2 会员的行为方式不得贬损其职业操守，不得影响公众对 AIQS 或行业的信心和信任，也不得损害 AIQS 或行业名誉。

- 7.3 会员必须采取合理必要措施，不断维护并提高其在执业领域的知识和技能。
- 7.4 会员不得以任何直接或间接的方式，恶意或随意损害 AIQS 工作人员的声誉和前景。
- 7.5 在 AIQS 内部，会员对组织必须坦率、诚实，并严格遵守 AIQS 章程及实施细则、规章制度中的任何明确要求。如果有会员被投诉或被视为违反执业条例，则该会员必须按照 AIQS 提供的信息或指示要求，充分配合 AIQS 进行调查。
- 7.6 如果 AIQS 会员同时也是其他协会或监管机构成员，其所属的其他协会或监管机构对其提出任何投诉，该会员在收到投诉结果后 30 天内，必须通知 AIQS。

8. RELATIONSHIPS WITH OTHER MEMBERS

- 8.1 A member must not reflect adversely on the professional integrity of other members.
- 8.2 In submitting fee proposals for the provision of professional services, a member shall ensure that any such proposal forms part of a submission including (but not limited to) details outlining the members (and/or their companies), technical skills, experience, resources, P.I. Insurance, potential conflicts of interest, etc.

Note A: It shall not be a breach of this Code of Conduct for a member, firm, or corporation to submit, in response to an enquiry by a Client or prospective Client, a fee proposal for the provision of professional services, provided always that such a fee proposal forms part of a submission outlining technical skills, experience, resources, etc. Nor shall it be a breach of this Code where such a proposal is knowingly submitted in competition with the submissions of other Quantity Surveyors.

- 8.3 A member must not maliciously or carelessly do anything to injure, directly or indirectly, the reputation, prospects, or business of other members.
- 8.4 A member must not raise an allegation(s) of improper conduct against another member without evidence to support the allegation(s).
- 8.5 All allegations of improper conduct against other members must be lodged in accordance with the AIQS Complaints Policy.

8. 与其他会员的关系

- 8.1 任何会员均不得对其他会员的职业操守有负面影响。
- 8.2 在提交专业服务费用报价时，会员应确保该报价方案包括(但不限于)会员(及/或其公司)简介、技术技能、经验、资源、保障与赔偿保险、潜在利益冲突等细节。

注A: 会员、公司或法人在回复客户或潜在客户关于提供专业服务的询价时，只要其报价方案中包括其技术技能、经验、资源等情况简介，就不构成违反本行为守则。如果该报价方案是为了与其他工料测量师竞争而提交的，也不构成违反本守则。

- 8.3 会员不得以任何直接或间接的方式恶意或随意损害其他会员的声誉、前景或商业利益。
- 8.4 在没有证据支持的情况下，会员不得指控另一会员有不当行为。

8.5 所有针对其他会员不当行为的指控必须按照《AIQS 投诉政策》提出。

9. REGULATORY REGISTRATIONS

9.1 A member who is required to be registered under any regulation must advise AIQS of that registration.

9.2 A member who is involved in undertaking Tax Depreciation Reports must be registered with the Tax Practitioners Board.

9. 监管注册

9.1 会员遵照任何法规要求注册后，必须将其注册情况通知 AIQS。

9.2 参与编制税务折旧报告的会员必须在税务从业人员理事会注册。

10. COPYRIGHT

10.1 A member must not, without appropriate acknowledgement, reproduce, paraphrase, or summarise any work, words, ideas, or intellectual property of another person which creates the impression that it is their own, and all reports prepared by members must give appropriate acknowledgement of the ideas, scholarship, and intellectual property of others insofar as these have been used.

10. 版权

10.1 在未经适当声明的情况下，会员不得将他人作品、文章、创意或知识产权复制、诠释或摘录或编造为自己的作品。会员编制的所有报告必须适当地申明及引用他人创意、学术成果和知识产权。

11. NON-COMPLIANCE

11.1 Where a member considers circumstances exist that warrant departure from or non-compliance with any rule herein, the member's report must include a statement that outlines the reasons for the departure or non-compliance and any impact on the content of the report.

11. 不合规范

11.1 如果会员认为存在违反或不符合本规则的情况，则该会员在其报告中必须附加一份申明，简述违反或不符合本规则的原因以及对报告内容的影响。

12. REVIEW

12.1 This Code of Conduct will be reviewed biennially at a minimum, or as a consequence of any legislative or regulatory instruments which would require a change to the Code to ensure compliance.

12. 评审

12.1 本《行为守则》应至少每两年评审一次，或按照任何立法或监管条例要求进行修改，以确保遵守执行。

13. EFFECTIVE DATE

13.1 This Code of Conduct is effective from 1 June 2024.

13. 生效日期

13.1 本行为守则自 2024 年 6 月 1 日起生效。