



CODE OF ETHICS

28 July 1996
Amended 07 November 2022

PREAMBLE

Theatre consulting is an important and learned profession whose work directly impacts the quality of life of the general public. Accordingly, members must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct on behalf of the public, their clients, and the profession. High ethical standards of professionalism, competence, integrity, impartiality, fairness, and equity are required of members of the American Society of Theatre Consultants as criteria of membership and as practicing members of the society.

This Code presents guidelines for the conduct of members discharging their duties as theatre consultants. The guidelines are arranged in two tiers: basic principles and rules of practice. The Principles are broad criteria of conduct. The more specific Rules of Practice are mandatory, the violation of which is grounds for disciplinary action by the society.

Therefore, in accordance with Article 16 of its bylaws as revised and updated October 2019, the American Society of Theatre Consultants does hereby establish this Code of Ethics.

PRINCIPLE I - ASTC FUNDAMENTAL

Members shall uphold human rights in all their endeavors, shall treat all people with respect and not engage in, nor permit any in their employ, to engage in discrimination.

- A. This core principle is foundational to the Code and shall pertain to all subsequent Principles.

PRINCIPLE II - ASTC AND THE PUBLIC

Members, in the fulfillment of their professional duties, shall hold paramount the health, safety and welfare of the public.

- A. Members shall recognize a primary obligation to protect the health, safety, property and welfare of the public.
- B. Members shall endeavor to provide only theatre consulting work which, to the best of their knowledge and belief, is safe for public health, property and welfare and in conformity with accepted standards.
- C. Members shall uphold the spirit and the letter of the law. If, in the course of their work on a project, the member becomes aware of a decision by their employer or client, against the member's advice, which violates any law or regulation and which will in the member's judgment adversely affect public safety, the member shall refuse to consent to the decision, and report the decision to the client and/or appropriate authority.
- D. Members shall not engage in conduct involving fraud or wanton disregard of the rights of others.
- E. Members shall not counsel or assist a client that the consultant knows, or reasonably should know, is acting in a fraudulent or illegal manner.
- F. Members shall not permit the use of their name or firm, nor associate in business ventures with any person or firm which they have reason to believe is engaging in
- G. fraudulent or dishonest business or professional practices.
- H. Members shall not offer any payment or gift intended to influence an official's judgment in conjunction with an existing or prospective project in which the member has a professional interest.
- I. Members shall not accept payments or gifts which are intended to influence their judgment.

PRINCIPLE III - ASTC AND COMPETENCE

Members of the Society are expected to acquire and maintain a high level of competence in the performance of their duties as theatre consultants.

- A. Members should strive to improve their professional knowledge and skill. They should demonstrate a consistent pattern of reasonable care and competence and shall apply technical knowledge and skill which is ordinarily applied by theatre consultants of good standing.
- B. Members shall perform services only in the areas of their competence and only when qualified by education in, or experience with, the specific technical field(s) they are contracted to provide.
- C. Members shall not affix their signatures to any document dealing with subject matters in which they lack competence or professional qualifications, nor to any document not prepared under their direct control.
- D. Members may accept contract scopes and services outside of their fields of competence, when those scopes and services are provided to the member by qualified persons.
- E. Members shall not undertake to provide professional services if their competence has been substantially impaired.

PRINCIPLE IV - ASTC AND THE CLIENT

Members shall act in professional matters for each client as faithful agents or trustees and should exercise unprejudiced and unbiased judgment on their behalf.

- A. Members shall disclose all known or potential conflicts of interest to their clients by promptly informing them of any business association, interest or other circumstances which could influence or appear to influence their judgment in the quality of services.
- B. Members shall not materially alter the scope or objectives of a project without the client's consent.
- C. Members shall not accept compensation, financial or otherwise, from more than one party for services on the same project or for services pertaining to the same project, unless the circumstances are fully disclosed and agreed to by all interested parties.
- D. Members shall be candid, objective and truthful in professional reports, statements or testimony, whether to the client, the public or any public agency or governmental body. Such reports, statements or testimony shall include all relevant and pertinent information.
- E. Members shall not intentionally or recklessly mislead existing or prospective clients about the results that can be achieved through the use of member's services, nor shall the member state that they can achieve results by means that violate applicable law or this code.
- F. Prior to accepting or undertaking work for a client, members shall make a good faith effort to determine if another theatre consultant was previously employed.
- G. Members shall not undertake or commence work for which they know another consultant has been employed until the member has notified such other consultant.
- H. When asked to provide second opinions, before beginning work it shall be a member's responsibility to conclusively determine that (1) the primary consultant has been formally notified that a second opinion is being sought, or (2) the primary consultant has been formerly released from employment.
- I. In the event that a member has undertaken or commenced work and subsequently discovers that another consultant is under employment for the same work, the member shall comply with G or H above.

PRINCIPLE IV - ASTC AND THE CLIENT (cont.)

- J. Members shall respect the confidentiality of sensitive information obtained in the course of their professional activities. However, under the following exceptional circumstances members may reveal such information to the extent the member reasonably believes necessary
1. to stop an act which creates an appreciable risk of significant harm to the public health, safety or property of others and which the member is unable to prevent in any other manner, or
 2. to establish claims or defenses on behalf of the member, or
 3. to comply with applicable law or this Code.

PRINCIPLE V - ASTC AND THE PROFESSION

Members of the American Society of Theatre Consultants shall uphold the integrity and dignity of the profession.

- A. Members shall pursue their professional activities with honesty and fairness.
- B. Members shall not falsify or permit misrepresentation of their, or their associates', academic or professional qualifications. They shall not misrepresent or exaggerate their degree of responsibility in or for the subject matter of prior assignments. Brochures or other presentations incident to the solicitation of assignments shall not misrepresent pertinent facts concerning resources, employees, associates, joint ventures or past accomplishments with the intent and purpose of enhancing their qualifications and their work.
- C. Members shall not offer, give or receive, either directly or indirectly, any political contribution in an amount intended to influence the award of a contract by public authority, or which may be reasonably construed by the public of having the effect or intent to influence the award of a contract. They shall not offer any gift or other valuable consideration in order to secure work. They shall not pay a commission, percentage or brokerage fee in order to secure work except to a bona fide employee or bona fide established commercial marketing agencies retained by them.
- D. Members shall issue public statements only in an objective and truthful manner.
- E. Members shall strive, through their actions, to promote the stature, dignity and integrity of the profession.
- F. Members shall strive, through their actions, to ensure that their representatives and employees conform their conduct to this Code.

PRINCIPLE VI - ASTC AND COLLEAGUES

Members shall respect the rights and acknowledge the professional aspirations and contributions of their colleagues.

- A. Members will be respectful and professional in all interactions within the ASTC community of members and in all ASTC communication channels.
- B. Members shall build their professional reputation on the merits of their own service and performance and should recognize and give credit for the professional work others have performed.
- C. Members shall avoid improper solicitation of professional assignments.
- D. Members shall make no statement, either publicly or in the course of securing work which is in any manner derogatory to the dignity of the profession or their colleagues.
- E. Members shall give proper credit for work to those whom credit is due, and shall recognize the proprietary interests of others. Whenever appropriate, they shall name the person or persons who may be responsible for designs, inventions, writings or other accomplishments.
- F. Members having substantial information which leads to a reasonable belief that another member has committed a violation of this Code which raises a serious question as to that member's honesty, trustworthiness, or fitness as a member, shall report such information to the Board of Directors.