

Buddhini Dissanayake Chartered Architects

Architecture, Interior Design, Landscape Architecture

No. 45/15, Maligawa road, Ethulkotte,

Sri Lanka

+94 77 311 3307

Code of conduct

It is the policy of **Buddhini Dissanayake Chartered Architects**, a sole proprietorship providing interior and exterior architecture and design services, including consortium-based professional services, to uphold the highest standards of ethical conduct, professionalism, and business integrity.

This Code of Conduct serves as a guide to establish and maintain appropriate business conduct for all persons engaged in our work, including the proprietor, employees, contract staff, consultants, partner organizations, student interns, trainees, and volunteers (“workers”).

We expect all workers to exhibit the highest standards of ethical behaviour and professional integrity in all business and project-related activities.

All parties must:

- 1. Comply with Laws and Regulations**

Comply with all applicable laws and regulations in the countries in which we operate, including relevant professional, contractual, environmental, labour, data protection, and anti-competition laws.

- 2. Zero Tolerance for Bribery and Corruption**

Adhere to a zero-tolerance policy toward all forms of bribery, corruption, extortion, facilitation payments, or embezzlement.

- 3. Conflict of Interest Disclosure**

Declare any actual or potential conflict of interest in business or professional dealings. Any ownership, financial interest, or beneficial interest involving public officials or political representatives must be disclosed.

- 4. Gifts, Hospitality, and Entertainment**

Ensure that any business-related gifts, hospitality, or entertainment are reasonable, proportionate, transparent, and solely for the purpose of maintaining professional relationships, and not intended to improperly influence decisions.

- 5. Fair Competition and Use of Information**

Obtain competitive and market information only through legitimate means and use it only for lawful and ethical purposes. No attempt shall be made to acquire or disclose commercially sensitive or confidential information belonging to competitors or third parties.

6. Transparent Financial and Business Records

Ensure all business, project, and financial transactions are accurately recorded and transparently maintained. There must be no participation, actual or attempted, in money laundering, fraud, or insider trading.

7. Confidentiality and Intellectual Property

Safeguard confidential information, professional know-how, design data, client information, and intellectual property. All non-public information obtained through professional relationships must be used strictly for its intended purpose. Personal data must be handled in compliance with applicable privacy and data protection laws.

8. Quality, Safety, and Professional Standards

Deliver professional services in accordance with agreed specifications, contractual obligations, applicable standards, and accepted architectural and design practices, ensuring safety, functionality, and quality in all work.

9. Employment and Contractual Rights

Respect and adhere to the legal and contractual rights of all workers, whether permanent, temporary, or engaged on a contractual or consultancy basis.

10. Fair Compensation

Ensure that compensation, including fees, wages, overtime, benefits, and leave, meets or exceeds applicable legal requirements or prevailing industry standards, whichever is higher.

11. Working Hours

Ensure working hours, including overtime, comply with applicable labour laws. All overtime work must be voluntary and appropriately compensated where applicable.

12. Respect, Dignity, and Non-Discrimination

Treat all workers with respect and dignity. Harassment, abuse, intimidation, or discrimination of any form—physical, sexual, verbal, psychological, or otherwise—is strictly prohibited. Discrimination based on race, age, gender, gender identity, colour, ethnicity, religion, nationality, sexual orientation, marital status, pregnancy, disability, social class, union membership, or political views will not be tolerated.

13. Child and Young Worker Protection

Ensure no worker is employed below the legal minimum working age or compulsory schooling age, whichever is higher. Young workers under 18 shall not be engaged in work that is hazardous or interferes with education.

14. Prohibition of Forced Labour

Forced labour, bonded labour, indentured labour, slavery, or human trafficking is strictly prohibited. All work must be undertaken voluntarily, without coercion or restriction of movement.

15. Health and Safety

Promote and maintain a healthy and safe working environment, including at offices,

project sites, and client premises, with the objective of preventing accidents, injuries, and occupational hazards.

16. Freedom of Association

Respect the legal rights of workers to freedom of association and collective bargaining. No worker shall be intimidated or harassed for exercising or refraining from exercising these rights.

17. Respect for Property, Land, and Communities

Respect the rights, title, and interests of individuals, indigenous peoples, and local communities. All engagements involving land, property, or community interests must follow principles of transparency, lawful consent, and ethical professional conduct.

Raising Concerns

Workers are encouraged to raise concerns or report suspected misconduct in good faith. Any individual who raises a concern will be protected from retaliation.

