

CODE OF ETHICS  
IIBEC, Incorporated

Adopted July 17, 2001  
Revised March 28, 2006  
Revised September 19, 2015

**Introduction:** IIBEC, Incorporated (IIBEC) is dedicated to the highest standards of professionalism, integrity, and competence. The standards contained in this Code of Ethics (Code) are statements of ethical principles by which the professional conduct and obligations of all IIBEC members and registrants shall be guided.

Under the IIBEC Bylaws, all IIBEC members and registrants are required to comply with the Code of Ethics and to report any observed violations. Adherence to this Code must be above reproach and beyond the influence of competing interests. Even the appearance of a conflict of interest shall be avoided.

The standards contained in this Code of Ethics are statements of ethical principles having broad applicability to members and registrants of IIBEC.

Members and registrants of IIBEC shall recognize that their profession and their practice may be governed by various laws and regulations regarding professional registration and the conduct of trade. It is their responsibility therefore, to be familiar with those laws and regulations and to conduct themselves accordingly.

**General Obligations:** Members and registrants shall maintain and further their knowledge of the science in which they practice, and shall maintain the highest possible standard of professional judgment and conduct. Members and registrants shall conduct their practice honestly and impartially, serving with integrity their clients, employers, and/or the public. Learned and uncompromised professional judgment should take precedence over any other motive.

**Obligation to the Public:** Members and registrants shall uphold the letter and spirit of the ethical standards governing their professional affairs and shall consider the full impact of their actions on the community at large.

### **Fundamental Canons**

Members and registrants of IIBEC, in the performance of their duties, shall:

1. Hold paramount the safety, health and welfare of the public;
2. Uphold the letter and spirit of the ethical standards governing their professional affairs, considering the full impact of their actions on the community at large and conducting themselves in a fashion that brings credit to themselves, their employers, their peers, and their profession; and
3. Recognize the value and contributions of others engaged in all aspects of consultation,

design and construction.

**Rules of Practice**

1. Members and registrants shall hold paramount the safety, health, and welfare of the public in the performance of their duties.
  - a. If a member's or registrant's judgment is overruled under circumstances that, in the opinion and best professional judgment of the member or registrant, endanger life or property, the member or registrant shall:
    - i. Advise his or her employer and/or client about the decision,
    - ii. Refuse to consent to the decision, and
    - iii. Notify the appropriate building authority charged with the enforcement of the applicable laws or regulations.
  - b. Members or registrants who have knowledge of any alleged violations of this Code shall report them to the appropriate public authorities and IIBEC, and shall cooperate with appropriate public authorities and IIBEC in providing such information as may be applicable.
2. Members and registrants shall not permit the use of their names or firms nor associate in business ventures with any person or firm that they have reason to believe is engaged in fraudulent or dishonest business or professional practices.
3. Members and registrants shall uphold the letter and spirit of the ethical standards governing their professional affairs, consider the full impact of their actions on the community at large, and conduct themselves in a fashion that brings credit to themselves, their employers, and their profession by:
  - a. Engaging only in accurate, appropriate, and truthful promotion of their practice;
  - b. Being respectful of the rights of others in obtaining work or employment;
  - c. Making only accurate, truthful, and appropriate statements or claims about their qualifications, experiences, or performance;
  - d. Being objective and truthful in reports, statements, testimony, and on social media;
  - e. Preserving the confidentiality of their clients and employers and serving each in a professional and competent manner;
  - f. Exercising unprejudiced and unbiased judgment and conduct when performing all services;
  - g. Undertaking assignments only when qualified by education and experience in the specific technical fields involved;
  - h. Declining any activity or employment, avoiding any financial or other interest, and refusing any contribution if it would reasonably appear that such activity, employment, interest, or contribution could compromise their judgment or conduct or prevent them from serving the best interests of their clients or employers, without making full disclosure to the client and obtaining the client's consent thereto; and

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- i. Neither offering nor making any payment or gift to any public official, private client, or industry representative with the intent of influencing that person's judgment or decision in connection with an existing or prospective project in which the member/registrant is interested.
4. Members and registrants shall recognize the value and contributions of others engaged in all aspects of consultation, design, and construction. This means they shall:
  - a. Refrain from making false statements about the work of others and shall not maliciously injure or attempt to injure the prospects, practice, or employment position of others;
  - b. Encourage professional education and research, as well as the development and dissemination of information related to all aspects of consultation, design, and construction of roofing, waterproofing, and exterior wall systems; and
  - c. Take into account applicable laws and regulations and may rely on the advice of other competent and qualified persons as to the intent and meaning of such applicable laws and regulations.
5. Members and registrants 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.
6. Members and registrants shall not intentionally or recklessly mislead existing or prospective clients about the results that can be achieved through the use of the members' or registrants' services or products, nor shall the members or registrants state that they can achieve results by means that violate applicable law or the Code.
7. Members and registrants having substantial information leading to a reasonable belief that another member or registrant has committed a violation of this Code that raises a serious question as to the honesty, trustworthiness, or fitness of the other member or registrant shall file a complaint with the IIBEC Ethics Committee.
8. Members and registrants shall maintain and further their knowledge of the science, principles, and ethics of their profession.
9. Members and registrants shall be scrupulously honest in their control and spending of monies, and promote effective use of resources through open, honest, and impartial service with fidelity to the public, employers, associates, and clients.
10. Members and registrants shall approve or issue only those documents reviewed or prepared under their direct control and supervision that are determined to be safe for public health and welfare, in conformity with accepted industry standards and applicable laws.
11. Certain practices are not in themselves unethical, unprofessional, or contrary to any policy

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of IIBEC, and IIBEC members and registrants are free to decide for themselves whether to engage in any of these practices, unless in violation of an applicable law. These may include the following:

- a. Contributing his/her services or anything of value to those endeavors that the member deems worthy;
- b. Participating in the political process and contributing time and money to political campaigns;
- c. Submitting competitive bids or price quotations, including in circumstances where price is the sole or principal consideration in the selection of a consultant;
- d. Providing discounts; or
- e. Providing pro bono services.

### **Enforcement and Amendment**

1. Enforcement of the Code of Ethics is administered through the IIBEC Ethics Committee, appointed by the IIBEC Board of Directors, and as set forth in the *IIBEC Ethics Administrative Procedures*.
2. The IIBEC Code of Ethics may be amended by the IIBEC Board of Directors upon a two-thirds vote of the Board.