



CODE OF MEMBERS' CONDUCT

Standards

1. Members of ACIFC shall at all times so order their conduct as to uphold the integrity and trading standards of the concrete flooring industry and pay particular regard to the maintenance and observance of this Code.
2. Service to clients shall be rendered with absolute fidelity on a fair and equitable basis with due regard to the best standards of workmanship, integrity and courtesy. Care and good faith shall be observed in the preparation of statements and estimates, having regard to the necessity of accuracy and reliability of such documents in providing a basis for transactions to be carried out with the full confidence and mutual trust of the parties concerned.
3. In the interests of the parties, all contracts and agreements, together with any alterations thereto, shall, whenever possible, be in writing.

ACIFC matters

1. Members shall be loyal to the interests of ACIFC and play an active part in the work of ACIFC, attend and participate at meetings. They should be prepared to accept nomination to office and generally further the interests of ACIFC and its Members.
2. A Member shall not divulge or disclose confidential information from ACIFC sources to non-members.
3. Should a Member at any time be asked by resolution of the Board to explain his conduct in any matter to which the Code relates, he shall submit all pertinent facts to the Officers or committee nominated by the Board for that purpose. All members shall abide by the ACIFC complaints procedure in the event that a complaint is made against them by either a fellow Member or a third party.
4. No Member shall consciously endeavour to attract or offer employment to an employee of a fellow Member without first having advised the fellow Member.

However, membership of ACIFC in no way prohibits negotiation between any Member and person who, on his own initiative or in response to a public advertisement, applies to that Member for employment.

5. Members shall operate terms and conditions of employment in accordance with agreements reached from time to time by the Construction Industry Joint Council or its successors. Members shall abide by such statutory wage controls as may apply in respect of all employees and take all reasonable steps to ensure wherever possible and practicable that their labour force is operated on a 'directly employed' basis.
6. Members shall hold adequate levels of insurance appropriate to the activities of their businesses.
7. A Member shall guard against association with or the use of his name by any person or organisation, which it might reasonably be anticipated, would bring the ACIFC into disrepute.
8. Members shall refrain from publicly expressing critical comment on the products, services, conduct or charges of a fellow Member.
9. Members shall accept the duty of referring to the Secretariat of ACIFC any breach of this Code, which may appear likely to bring discredit on ACIFC or its Members.
10. Members shall pledge themselves to assist each other in all matters of common concern and to provide the Secretariat of ACIFC with such statistics and other information as may from time to time be requested. Contractor members shall submit an annual return every year to confirm that they continue to meet ACIFC membership requirements. They shall also provide accident information every year as part of the ACIFC accident survey.
11. Training in the range of skills required by the trade shall be accepted as a collective responsibility and Members shall play their part in upholding and improving standards by participation, especially in training schemes sponsored or recommended by the Board of ACIFC.
12. Safety is of paramount importance and members shall maintain, operate and review as necessary a health and safety policy which takes account of current health and safety regulations, standards, codes of practice and guidance issued from time to time by ACIFC and HSE.