

Code of Practice for Members of ADCAS



Purpose of the code

Trade associations play an important role in encouraging best practice from their members. It is this associations belief that membership carries with it a responsibility to undertake business activities professionally with integrity and trust.

This **Code of Practice** sets out the core principles to be adopted by all members of the association. The code is not intended to have legal effect but does represent a binding commitment on the part of all members of ADCAS to implement policies and procedures that ensure clients and supply chain partners can expect efficient, responsive, professional, safe and reliable working relationships.

Each member upon accepting this **Code of Practice** warrants that they will observe and comply with the following requirements; provided that in turn their clients and suppliers are conducting themselves in a fair and reasonable way.

Parts of this **Code of Practice** are applicable only to those members engaged in contractual relationships governing site based construction operations and as such do not apply to those members not so engaged.

Criteria

1. Integrity

All members will ensure there is no corruption or collusion with other members of the association. In recognition of current competition law no member shall engage in unlawful price-fixing or market-sharing or in any other unlawful anti-competitive behaviour.

2. Standard of Workmanship

Every Member shall observe a good standard of workmanship in full compliance with recognized industry specifications. All goods or materials manufactured or supplied by the member shall be of good quality. All workmanship, goods and materials shall comply with the requirements of the applicable contract and shall be to the reasonable satisfaction of their clients. Every member shall consistently check its own work and remedy defects in a timely, efficient and non adversarial manner.

3. Accountability

All members will ensure effective mechanisms are in place to substantiate and demonstrate that best practice has been followed. Should a complaint be made to the association regarding any member company the member in question accepts and will co-operate with the association in the application of the association's "Complaint resolution procedure".

4. Quality Assurance

All Members shall, wherever practical, adhere to a recognized third-party Quality Assurance scheme in respect of its site operations and (where applicable) in respect of its manufacturing or fabricating work. Details of the accreditation achieved by the member shall be advised to the

association. If no such accreditation is available they shall submit details to the association of the procedures being adopted.

5. Training

Every Member shall demonstrate a positive commitment to training and shall take active steps to ensure that all operatives, supervisors, office staff and managers receive proper and continuing training in all relevant aspects of their work. "Relevant aspects" shall be defined as those aspects of their work which affect the standard, safety or efficiency of the member's work.

6. Safety

Every Member shall demonstrate a positive commitment to safety, and warrant that a robust Health & Safety policy is in place. Signatories to this **Code of Practice** agree to undertake all reasonable practical steps to ensure the safety of their work and to protect their employees and all others who may be affected by their work, from all hazards which may arise out of such work. All members engaged in site operations shall as a minimum demonstrate commitment to a recognized "Skill card" scheme e.g. CSCS. Members agree to participate in the NSCC annual accident survey.

7. Fair Dealing

All association members agree to treat their supply chains fairly, including protecting commercial confidentiality, and will not seek to impose unnecessary burdens or constraints. Members will not seek to impose terms any more onerous than they themselves have accepted and will strive at all times to apply a fair apportionment of risk. All members agree to only pursue monetary claims which they believe to be valid, reasonable and sustainable.

8. Employment

Every member warrants that they will fulfil their legal obligations as an employer. Members shall act with fairness and integrity in their dealings with employees. Adequate insurances are in place to protect employees and third parties.

9. Competitive effectiveness

All association members agree to resist the imposition of unfair contractual terms in their dealings with both association and non association members. Members will discourage the use of excessive retentions, protracted payment periods, "On Demand" bonding arrangements and extended fixed price periods.

10. Consideration

All association members engaged in site based operations recognize and agree to abide by "Considerate Contractor Schemes". Members will aim to eradicate all disruptive and anti social behaviour.

Member Company :- _____

Signatory :- _____ Director

Print Name :- _____