



~ REGISTERED SPECIFICATIONS WRITER ~

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# CODE OF CONDUCT AND PRACTICE

**1 Registered Specification Writers (RSW) by their acceptance of Registration shall agree to the following Code of Conduct and Practice:**

**2 Code of Conduct Related to Project Work:**

- .1 The RSW performs quality work in accordance with accepted, recommended standards, using skill and good judgement.
- .2 The RSW writes documents and specifications that are current, clear, concise, thorough, fair and capable of enforcement and specifies products on basis of merit without consideration for personal gain or favours.
- .3 The RSW:
  - .1 Upholds documents and specifications objectively and impartially.
  - .2 Complies with Codes, Statutes, Regulations, and rules in connection with work undertaken.
  - .3 Undertakes only work for which one is qualified.
  - .4 Does not accept compensation for an identical service from more than one party for the same project.
  - .5 Avoids conflicts of interest.
  - .6 Does not make use of manufacturers or suppliers services that carry an obligation detrimental to ethics.

- .7 Maintains confidentiality of client's interests or business affairs and has loyalty to client or employers interests.
- .8 Maintains consideration for safety and welfare of the public.
- .9 Claims authorship only for own work.
- .10 Does not provide services without a contract and
- .11 Does not gain advantage by undercutting another bid or proposal after bid or proposal closure.

**3 Code of Conduct Related to Registered Specification Writers:**

- .1 The RSW engages in activities to advance effectiveness of construction specification preparation including use of uniform practices and standard documents recommended by CSC.
- .2 The RSW:
  - .1 Supports the aims of CSC.
  - .2 Freely exchanges non-confidential information and experience with other members of CSC.
  - .3 Avoids conduct that would reasonably be regarded as disgraceful, dishonourable, or unprofessional.
  - .4 Acts towards other RSW members with respect, good will and fairness.
  - .5 Does not maliciously injure the reputation or business of another RSW Member.