



~ CERTIFIED SPECIFICATIONS PRACTITIONER ~
CODE OF CONDUCT AND PRACTICE

1 Certified Specification Practitioner (CSP) by their acceptance of Certification shall agree to the following Code of Conduct and Practice:

2 Code of Conduct Related to Project Work:

- .1 The CSP performs quality work in accordance with accepted, recommended standards, using skill and good judgement.
- .2 The CSP administers and conducts work in a fair and consistent manner in accordance with the contract documents and industry practice.
- .3 The CSP issues instructions which are current, clear, concise, thorough, fair, and capable of enforcement on a basis of merit in a concise and complete manner.
- .4 The CSP will knowingly not misrepresent a service.
- .5 The CSP:
 - .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 employer's interests.
- .8 Maintains consideration for safety and welfare of the public.
- .9 Does not provide services without a contract and
- .10 Communicates through channels designated for the project.

3 Code of Conduct Related to Certified Specification Practitioners:

- .1 The CSP engages in activities to advance effectiveness of recommended CSC practices in organizing, implementing, and supervising construction contract documents
- .2 The CSP:
 - .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 CSP members with respect, good will and fairness.
 - .5 Does not maliciously injure the reputation or business of another CSP Member.