



~ CERTIFIED CONSTRUCTION CONTRACT ADMINISTRATOR ~ **CODE OF CONDUCT AND PRACTICE**

1 Certified Construction Contract Administrators (CCCA) by their acceptance of Certification shall agree to the following Code of Conduct and Practices:

2 Code of Conduct Related to Project Work:

- .1 The CCCA performs quality work in accordance with accepted, recommended standards, skill and good judgement.
- .2 The CCCA administers and conducts work in a fair and consistent manner in accordance with the contract documents and industry practice
- .3 The CCCA issues instructions that are current, concise, thorough, fair, and capable of enforcement on basis of merit in a concise and complete manor. Will knowingly not misrepresent a service.
- .4 The CCCA:
 - .1 Upholds documents and specifications objectively and impartially.
 - .2 Complies with Codes, Statutes, Regulations, and rules applicable to 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 use manufactures' or suppliers' services that carry an obligation detrimental to the Code of Conduct.

- .7 Maintains confidentiality of client's or employer's interests or business affairs and has loyalty to client or employers interests.
- .8 Maintains consideration for safety and welfare of the public.
- .9 Does not provide services without a contract or written Letter of Understanding.
- .10 Communicates through channels designated for the project.

3 Code of Conduct Related to Certified Construction Contract Administrators:

- .1 The CCCA engages in activities to maintain proficiency and competence, to advance their body of knowledge of construction technical documents including use of uniform practices and standard documents recommended by CSC.
- .2 The CCCA:
 - .1 Supports the aims of CSC.
 - .2 Freely exchanges non-confidential information and experience with other members of CSC.
 - .3 Avoids conduct which would reasonably be regarded as disgraceful, dishonourable, or unprofessional.
 - .4 Acts towards other CCCA members with respect, goodwill and fairness.
 - .5 Does not maliciously undermine the reputation or business of another CCCA member.