

## ***Code of Ethical Conduct***

It is a requirement of the Association that member companies act at all times in a manner to protect and enhance the image of the Association and in no way to bring it or individual members into disrepute. This being so the honesty and professional integrity of a member company, and it's employees, must be beyond reproach.

The Memorandum and Articles of Association, together with the requirements of the ISIA Quality Assurance Certificate, stipulate a number of conditions to be met by individual Companies accepted into membership and which must continue to be observed if membership is to continue.

For ease of reference, these are listed from 1 to 13 (inclusive) below:

1. It's owners/Directors/senior personnel are competent in their area of responsibility and are of good repute.
2. It has adequate insurance coverage as applicable to all aspects of it's operations.
3. It meets all it's statutory obligations including, but not limited to, the Safety, Health and Welfare at Work Act 1989, and all laws on prevention, restriction and distortion of competition and abuse of dominant positions in the Competition Acts in their dealings on behalf of their own Company and in any interaction with members of the Association.
4. It is financially sound.
5. It maintains proper records of installations and maintenance.
6. Records and documents are held in a secure place.
7. it's premises are adequate for the purpose of the Company's business.
8. Adheres to recognised Standards and Registered Agreements/Minimum Terms and Conditions of Employment, etc., as appropriate.
9. It operates in an ethical way particularly in relation to advertising and selling practices.
10. Staff are properly trained and supervised
11. Prospective employees and potential sub-contractors are adequately vetted and are competent.
12. Not to act in a manner that could bring discredit on itself, another member company or to a client including:
  - a. Being critical of the reputation, or good name of another member Company to a third party.
  - b. Where appropriate, deliberately interfering with the equipment and/or installation of another member Company.
  - c. Approaching, applying pressure, to inducing with favour, or interfering with employees of member Companies in a normal course of their duties to their employer pursuant to their employment contract.
13. All monies due to the Association to be met within 30 days of date of invoice.