

# INTERNATIONAL CERTIFICATION BOARD

## Code of Conduct

Each person certified by ICB (all categories being "ICB professionals") is expected to practice his or her profession consistent with the standards and procedures applicable to the certification, and the highest quality workmanship.

### CERTIFIED TECHNICIANS AND SUPERVISORS:

- 1) ICB Certified Technicians will perform their work in an orderly, systematic, well-documented and repeatable manner.
- 2) Certified Technicians will document all findings in an accurate and professional manner so that a Certified Supervisor can review a comprehensive and chronological history of the procedures followed.
- 3) ICB professionals will not make any statements that cannot be substantiated and verified by field measurements or observations.
- 4) Certified Technicians and Certified Supervisors should maintain and improve their technical competence through continuing education, peer counseling and interaction with professionals in their prescribed field of expertise.
- 5) ICB professionals must meet standards and procedures as set by ICB, applicable to their particular certification(s), and adhere to all rules, regulations and obligations of the certification program.
- 6) ICB professionals will maintain their ICB certification.
- 7) Certified Technicians will work in a professional manner so as to ensure their own safety and the safety of their fellow workers while being respectful to the property of the employers, building owner and his representatives.
- 8) Certified Technicians will observe proper protocol when noting contract or installation deficiencies, errors or omissions by others. Notification should first go to the Certified Supervisor for review, then to the employer, unless the employer has established other protocol.

### CERTIFIED CONTRACTORS:

- 1) A Certified Contractor will ensure that a Certified Supervisor oversees and coordinates projects involving work in the area of certification (e.g., tab, sound & vibration, commissioning, etc.), and that those projects are performed in accordance with standards and procedures.
- 2) Certified Contractors must employ Certified Technicians and Certified Supervisors to the extent required for certification, and should seek to employ enough Certified Technicians and Certified Supervisors to perform all work in the area of certification (e.g., TAB, Sound & Vibration, Commissioning, etc.).
- 3) Certified Supervisors and Certified Contractors shall only certify projects undertaken by their own firm.

### PROTOCOL:

- 1) Violations of this code of conduct should be reported to ICB.
- 2) This code of conduct remains subject to change by ICB.

### APPLICANTS:

This is to confirm that I have read, understand and agree to all requirements stated in the ICB Code of Conduct. I hereby state that upon certification, I will be bound by the ICB Code of Conduct, and conduct myself to letter and spirit of the Code of Conduct.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_