

MODEL CODE OF ETHICS FOR

<INSERT FIRM NAME>

Competition. <Insert firm name> competes fairly for contracts, avoiding any price that might be construed to be in violation of the letter or spirit of the antitrust laws. The firm avoids any activity that could be construed as bid shopping or peddling. The firm does not knowingly violate any law or regulation governing the competitive process.

Qualifications. <Insert firm name> seeks to perform contracts only for projects for which the firm has the technical competence and experience. The firm does not accept contracts for which it is not qualified. The firm assigns staff to projects in accordance with their qualifications and commensurate with the demands of the services to be provided under the contract.

Standards of Practice. <Insert firm name> provides materials and services in a manner consistent with the established and accepted standards of the construction industry and with the laws and regulations that govern it. The firm performs its contracts with competence, reasonable care and diligence. The firm establishes prices that are commensurate with its services. It serves its customers with honesty and integrity.

Conflicts of Interest. <Insert firm name> endeavors to avoid conflicts of interest, both corporate and individual. Where a corporate conflict exists, <Insert firm name> will disclose such conflict to its customer or prospective customer. <Insert firm name> regularly educates its staff about personal conflicts of interest and has established a procedure for internal disclosure.

Public Safety. <Insert firm name> assures that the safety of its employees, the employees of others on the job site, and the general public are protected during the provision of its services.

Service Providers and Suppliers. <Insert firm name> treats its service providers and suppliers in an equitable manner, assuring that they are provided clear direction and prompt payment for service provided. The firm does not knowingly violate any law or regulation governing such relationships.

Employees. <Insert firm name> complies with the letter and spirit of laws relating to working conditions, equal employment opportunities, and pay practices. The firm does not knowingly violate any law or regulation dealing with employment.

Public Information. <Insert firm name> assures that all public statements and disclosures it makes are truthful. The firm also protects the proprietary interests of its customers.

Compliance with Laws. <Insert firm name> does not knowingly violate any law or regulation.

Image of the Construction Industry. <Insert firm name> avoids actions that promote its own self-interest at the expense of the construction industry and upholds the standards of the construction industry with honor and dignity.

Internal Procedures. <Insert firm name> has established internal procedures under which its failure to conform to the above practices will be handled. Each year, the firm reviews this code of ethics and its internal procedures with each of its employees. If an employee, customer or other individual becomes aware of a circumstance in which <Insert firm name> or an employee of this firm fails to conform to the above standards, he/she should immediately report such circumstance to <insert name and title of individual>. <Insert Mr./Ms. name> will initiate an investigation of and otherwise resolve the reported issue.