

## The International Certification Board Code of Conduct

Each person certified by the ICB shall practice their profession consistent with the standards and procedures applicable to the certification, and the highest quality work.

### **ICB-certified Technicians and Supervisors:**

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

### **ICB-certified Contractors:**

- Contractors will ensure that a Supervisor oversees and coordinates projects involving work pertaining to the scope of the certification scheme, and that those projects are performed in accordance with applicable standards and procedures.
- Contractors must employ Technicians and Supervisors to the extent required for certification and should seek to employ enough Technicians and Supervisors to perform all work in the area of certification (e.g., TAB, Sound & Vibration, Commissioning, etc.).
- Supervisors and Contractors shall only certify projects where the work was performed by certified Technicians employed by their own firm.

### **Protocol:**

- Violations of this Code of Conduct shall immediately be reported to the ICB.
- This Code of Conduct remains subject to change by the ICB.