

Code Of Ethics

New Brunswick Roofing Contractors Association Inc.

It is the intent of this code of ethics to provide guidelines by which members and member firms may cooperate in upgrading quality, productivity and type of competition in the roofing industry and help present a better and more realistic industrial image to the consuming market.

Member firms are expected to execute contractual commitments expeditiously within the accepted industrial tolerances already established.

No member or member firm should indulge in representation or activity which shall in any way harm, interfere with, or cause difficulties or problems in the execution of contractual obligations of fellow members. For example:

Representing to customers or their representatives who are "in contract" with a fellow member concerning merits of the "in contract" member, unless the customer in writing requests such involvement. it should only occur if the customer can establish that all conditions of contract with any other member firms have been satisfied and completed.

No member firms shall raid another's staff or cause third party representations to another member firm either singularly or in a group.

In the course of normal competitive bidding and representing, no member shall degrade a fellow member or firm to the consumer, their agents or representatives.

When competitive bidding is executed through bid depositories, no member firm or member representative shall continue the competition beyond the actual bidding. After bidding through depositories, the consumers prerogative initiated by the consumer should be the only cause for further representing on bids and only through the bid depository committee.

A member firm is confronted with direct evidence of what appears to be a direct breach of acceptable conduct of a fellow member, an affidavit should be presented to the chairman of the ethics committee. The committee is required to investigate directly, respecting confidences of both parties, until the facts are established after which the committee shall make a recommendation to the executive or general meeting for action. All affidavits should be kept in a central file for future reference and history.

I have read and agree to abide by the Code of Ethics of the Association

Dated this _____ day of _____, _____
Month Year

Signed : New Member

Witness: Executive Director

NBRCA Membership Application Active Status (Roofing Contractor)

We wish to apply for Active Status membership in the Roofing Contractors Association of New Brunswick Inc., and undertake to:

- Accept and abide by the Code of Ethics, rules, regulations and the by-laws of the Association and the policies and resolutions of the Board of Directors, including those pertaining to discipline and termination of membership.
- Pay membership fees and other assessments of the Association including those for the current year.
- Pay the initiation fee and annual dues (prorated for the first year), for which we shall be invoiced.

By Signing this application, we authorize the New Brunswick Roofing Contractors Association Inc. to make inquiries as necessary in order to establish:

- The applicant meets the membership criteria of the NBRCA; and
- Our good repute, honesty and financial responsibility, as well as experience and capability in the roofing industry will make us a valued member of both the New Brunswick and Canadian Roofing Contractors Associations.

We understand that, on acceptance as an Active Member of the NBRCA, we must become a member of the CRCA through a duality of membership agreement.

- Our firm is now and has been actively involved in the roofing industry for at least three years, and our main occupation is the pursuit of business as a roofing applicator.
- We hold a business license in the Province of New Brunswick.
- We agree that representatives of the NBRCA may visit our past jobs and our place of business at mutually agreed upon times.
- We will notify NBRCA immediately if there is any change in the status of our qualification for membership or compliance with the contents of this application.
- We understand that membership, if granted, will initially be for a probationary period. At the end of this period our performance as a member will be evaluated to determine the continued membership status.
- We understand that any incorrect statement made on this application form or failure to perform our commitment to NBRCA may cause the Board of Directors to terminate our membership, in which case we forfeit the initiation fee paid.

INSPECTION POLICIES

Criteria for Certified Status for Inspectors

An applicant inspector must complete and submit an application for certification as an inspector. The application must be accompanied by two letters of reference, at least one of which must be from a current member of the guarantee program in good standing. As well, a letter confirming the applicants' inspector status as an employee of a certified inspection firm must accompany the application.

The inspector must be employed by an "inspection firm or organization" certified for acceptance as a certified inspector under the program. The maximum term of acceptance of any inspector is limited to the term of his or her employment by the accepted inspection firm. A change in employment requires a new application.

Qualifications for Inspectors

Although MRGNB refrains from specifying minimum qualifications for inspectors, MRGNB expects that they have had an appropriate combination of training and relevant experience drawn from the following:

- A minimum of ten years practical experience with roofing applications and/ or materials
- A professional degree in engineering or architecture
- A certificate relating to building construction from a technical school (CET)
- A journeyman roofers' trade qualification
- Detailed knowledge of the MRGNB 5-year specifications manual
- Experience as a roofing consultant and specification writer
- A professional R.C.I. designation

The application will be reviewed by the Board of Directors of Master Roofers Guarantee of New Brunswick Ltd. (MRGNB).

MRGNB retains the right to request detailed information about the qualification of any inspector and furthermore reserves the right to reject any inspector after due review. The applicant will be advised in writing of the board's decision.

An inspectors' application and resume is to be completed in full prior to review.

Applicant inspectors may be required to successfully complete written and/or oral examinations.