



Adopted by the Board of Directors August 9, 2006

ASA-Houston Chapter CODE OF CONDUCT

ASA-Houston Chapter is a not for profit organization dedicated to representing the construction industry through advocacy, leadership, education and networking. ASA-Houston Chapter traditionally has demanded and received the highest ethical services from its volunteer and paid staff. In an effort to maintain the high standard of conduct expected of ASA-Houston Chapter with respect to the management of its own affairs and to enable ASA-Houston Chapter to continue to serve the construction industry, ASA-Houston Chapter adopts the following Code of Conduct applicable to all volunteers and paid staff.

- ASA-Houston Chapter volunteers and paid staff shall strive to be continually be aware of the Association's mission, values, and ethical standards and operate in a manner consistent with them.
- ASA-Houston Chapter volunteers and paid staff shall treat each person in a caring and respectful fashion mindful of individual differences and cultural and ethnic diversity. This includes avoiding unwarranted negative criticism of colleagues.
- ASA-Houston Chapter volunteers and paid staff shall continually strive to increase their professional knowledge and skills and apply them in practice. They should aspire to contribute to the knowledge base of the Association and the construction industry.
- ASA-Houston Chapter volunteers and paid staff should be alert to and avoid conflicts of interest that interfere with impartial judgment. They should inform appropriate leadership (i.e., officer or senior staff) when a real or potential conflict of interest arises and take reasonable steps to resolve the issue.
- ASA-Houston Chapter volunteers and paid staff shall not knowingly take any action or make any statement intended to influence the conduct of the Association in such a way as to confer any financial benefit on any person, corporation, or entity to which the individual has a significant interest or affiliation.
- ASA-Houston Chapter volunteers and paid staff shall not accept or seek on behalf of any person, any financial advantage or gain of other than nominal value offered as a result of the volunteer or paid staff member's affiliation with the Association.
- ASA-Houston Chapter volunteers and paid staff should provide services and represent themselves as competent only within the boundaries of their education, experience, training, or other relevant professional experience.
- ASA-Houston Chapter volunteers and paid staff shall not disclose any confidential Association information that is available solely as a result of the volunteer or paid staff member's affiliation with the Association to any person not authorized to receive such information or use to the disadvantage of the Association any such confidential information.
- ASA-Houston Chapter volunteers and paid staff shall not authorize the use of or use for the benefit or advantage of any person, the name, logo, endorsement, services or property of the Association, except in conformance with Association procedures.
- ASA-Houston Chapter volunteers and paid staff should not take unfair advantage of their affiliation with the Association to further their personal, religious, political or business interests.
- ASA-Houston Chapter volunteers and paid staff shall strive to operate and act in ways that are in the best interests of the Association and its members.
- ASA-Houston Chapter volunteers and paid staff shall not operate or act in any manner that is contrary to the best interests of the Association.
- ASA-Houston Chapter volunteers and paid staff shall fully comply with all laws, rules and regulations applicable to the Association in the locations in which it operates.

P.O. Box 924943 • Houston, Texas 77292 • ☎ 281.679.1877 • F 281.403.6302 • asahouston.org • asa@asahouston.org

American Subcontractors Association-Houston Chapter is a collective voice for a diverse membership committed to quality, safety, and ethics in construction. ASA-HC advocates for legislative reform and provides educational opportunities for the subcontracting community.