

Master Brick & Blocklayers Code of Practice March 2022



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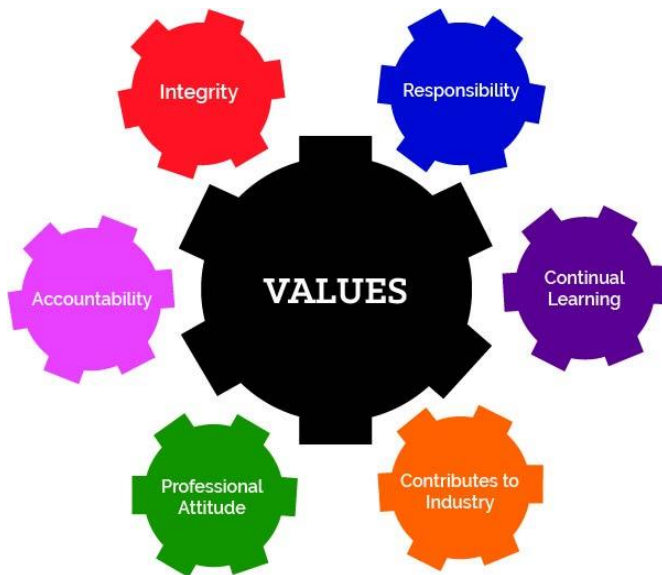
The purpose of this Ethical Framework and Code of **Practice** is to identify mandatory requirements and best professional practice **for members of Master Brick & Blocklayers**.

1 Master Brick & Blocklayers Ethical Framework

The Ethical Framework provides guidance to **Master Brick & Blocklayers**. Unlike a Code of Conduct which lists specific actions and behaviours that are expected of a **Master Brick & Blocklayer**, the Ethical Framework is intended to provide guidance to achieving the acceptable professional practice of **Master Brick & Blocklayers**.

The **Master Brick & Blocklayers** Ethical Framework is formed by two parts – Values and Principles.

Master Brick & Blocklayers Values



Master Brick & Blocklayers are expected to consider these values and principles when making business and professional decisions: responsibility, continual learning, contribute to industry, professional attitude, accountability & integrity.

Master Brick & Blocklayers Principles

Be Objective	Do not allow the undue influence of others, bias or conflict of interest to override judgement.
Exhibit Professional Competency	Maintain knowledge and skills to a professional level and ensure all services are performed with care and within capabilities. All work undertaken will adhere to the Master Brick & Blocklayers Brick Veneer & Masonry Best Practice Guides, Regulatory requirements and Professional Standards.
Respect Confidentiality	Do not disclose any information obtained as a result of professional and business relationships including industry memberships without specific authority.
Behave Professionally	Understand and comply with all building and health and safety regulations and avoid any actions that may discredit the profession or the Master Brick & Blocklayers brand.
Have Moral Courage	Challenge the behaviour of others and take necessary steps to protect the reputation of the trade from the behaviour or actions of others.

2 Code of Practice for Members of the Master Brick & Blocklayers

The professional actions or behaviours expected of a Master Brick & Blocklayer are to:

- Only provide quotes for work they are able and capable of carrying out;
- Structure price of work based on costs and reasonable profit;
- Not participate in any form of price fixing;
- Participate in a fair and reasonable quoting process;
- Ensure that instructions received from the client, or their agent, are either received in writing or confirmed back in writing, with enough detail to ensure that there is no misinterpretation;
- Ensure that the appropriate building consents have been obtained before commencing work;
- Ensure that all building consent paperwork has been read and understood by those carrying out, or supervising, the building work and all aspects and conditions of Restricted Building Work are adhered to;
- Ensure that: appropriate Health and Safety requirements are met, adequate Insurance cover is arranged and maintained to cover Public Liability risks and only employ or contract parties that are legally entitled to work in New Zealand;
- Ensure that those carrying out, or supervising the building work, are appropriately capable of completing the building work to an acceptable industry standard;
- Ensure that any concerns about the code compliance of proposed work is raised appropriately and that refusal is given to carry out work that is likely to fail in writing and in a timely manner;
- Ensure that all paperwork relating to the building work is completed & provided as soon as practicable;
- Maintain professional communication with client, including main contractor, before, during and after the building work is complete;
- Make a time to fix issues as early as practicable of being advised of them for the duration of any warranty / guarantee period;
- Not approach the Staff of another Member directly for employment, unless by prior arrangement with the existing employing member;
- Maintain and use robust and effective Terms of Trade;
- If a members contracts work out to another party it needs to be clearly understood that should a workmanship matter not be rectified satisfactorily by the said contractor/s then it is the Members responsibility to ensure that this occurs.
- Carry out necessary training to ensure that workers and themselves are keeping up to date with trade practices and industry changes;
- Attend appropriate industry events and seminars;
- Obey all laws that relate to the professional conduct and running of a business, or that may place the reputation of Master Brick & Blocklayers at risk;
- Not engage in any practice that will, according to peers, lower the building standards of the building and construction industry;
- No actions of a Member will bring the Master Brick & Blocklayers into disrepute;
- Not undertake brick or block inspections, or assessing work, unless an approved BBFNZ assessor;
- The member acknowledges they are responsible for: paying Membership fees by the due date; for all levies and fees up until the time of resignation given in writing and it has been acknowledged
- The possible consequence of a Member failing to comply with this Code is outlined in the Federation Rules and Policy documents.

As a member of Master Brick & Blocklayers I / we acknowledge: our contact details may be shared with our financial Associate Supporting Members, that I / we have read, understand that payment of our Subscription is considered to be acceptance of the terms contained with the Associations Rules & Code Of Practice and that use of the Resources, the Registered Logo and the term Master Brick & Blocklayers can only be used with the Federations consent, whilst a financial Member of Master Brick & Blocklayers. Upon leaving the Association we understand that any and all permissions to use these terms and resources in any form are automatically revoked. For existing members payment of Membership subscription is considered as acceptance of the terms and conditions laid out in this Code.