



## Code of Ethics

for

### *PHBIA accredited Master Home Builders®*

**Build** their knowledge of home building techniques and remain active in continuing their education.

**Dedicate** themselves to enhancing the consumers' understanding of the Alberta Home Building Industry and shall do all things to ensure their professional knowledge will benefit the home consumer.

**Devote** themselves to demonstrating at all times, to associates and those in training, a caring spirit of understanding and professionalism.

**Recognize** that professionalism and the professional ethics of PHBIA are founded upon the spirit of integrity, devotion and competence to enhance the image of the Alberta Home Building Industry.

**Select** only those support staff that are qualified, ethical, and professional and will support their continued personal growth and industry education.

**Support** the use of this Code of Ethics to guide their conduct, while at all times recognizing that by following the Code of Ethics they enhance the dignity and status of the Alberta Home Building Industry.

*"Building the foundation for leadership in the home building business"*



## **Rules of Conduct**

### **Master Home Builders will:**

1. Have proper regard for the safety and welfare of all persons on their worksites.
2. Have proper regard for the physical and natural environment affected by their work.
3. Undertake to comply with all Municipal, Provincial and National Building Codes and Standards applicable to their work place and work environment.
4. Have proper regard for the interests of the consumer and act fairly for all parties with whom they associate.
5. Undertake only work that they feel competent and qualified to perform by virtue of their training and experience.
6. Only give advice on matters that they have adequate knowledge, true conviction and a thorough understanding of the situation.
7. Only sign and approve plans, specifications and home designs that they have prepared or which have been prepared under their direct supervision and control.
8. Only submit to Municipal or Provincial authorities, applications that have been prepared by themselves or under their direct supervision.
9. Not use plans, specifications or designs of other builders unless written permission from that builder has been obtained.
10. Not use any unethical practices for the purposes of securing sales, assignments or various permits.
11. Only provide information to industry associations, financial institutions or mortgage insurance companies that are accurate, to the best of their knowledge.
12. Present their qualifications to the public and the industry and to do so without exaggeration.
13. Conduct themselves towards other professional builders, employees and all others with fairness and in good faith.
14. Advise the Board of Directors of PHBIA of any practices by a Master Home Builder that are contrary to these Code of Ethics and Rules of Conduct.
15. Maintain membership in good standing in both The Alberta New Home Warranty Program and an Alberta Home Builders' Association.
16. Undertake to follow the Code of Ethics and Rules of Conduct of The Alberta New Home Warranty Program, the Professional Home Builders Institute of Alberta and the Alberta Home Builders' Association.

***"Building the foundation for leadership in the home building business"***