

**CODE OF ETHICAL PRACTICES
AND STANDING POLICY STATEMENT**

The responsibilities and obligations of the elevator industry to the public, building owners, architects, and its workers are many due to its position in the American business world. By furnishing quality construction, competent workmanship and the best in management, the people and country shall be served as expected.

To fulfill this obligation, it is the elevator contractor's duty to himself, to his customers and to his industry to make a profit in his business.

Ethical standards are essentially twofold; that is, to establish principles of business conduct to be observed by the members in their relations (1) with each other, and (2) with those who use their services. In either sense they represent the minimum requirements for fair competition and honorable dealing within the concept of the Golden Rule.

Accordingly, we recommend the following principles as industry policy and practice to all members of the NAEC.

1. Sanctity of Contract

Contracts, whether written or oral, should be carried out in good faith to their full intent.

2. Employee Relations

The welfare and success of employer and employee are interdependent and are of mutual concern, requiring respect, fair dealing and justice.

3. Contractor and Supplier Relations

The dealings between contractor and supplier must be guided by the same principles of honor and fair dealing each party would desire if he were the other party. Proposals should not be invited or received for consideration from anyone who is known to be unqualified or from one who for some other reason has no genuine possibilities of being awarded a contract. In cases where a supplier is also contracting, he will so notify all contractors he is bidding the project when they have requested his supplier bid. The price of one competitor should not be made known to the other. In no case should low bidder be led to believe that a lower bid has been received.

4. Architect Relations

Contractor's responsibilities to the architect are to keep him advised of the functions and responsibilities of the elevator trade and to advise him against uneconomical improper practices and limitations in specifications.

5. Competition

Fair and bona-fide competition is not only desirable but necessary in American business. Any act or scheme to restrict fair competition is a breach of faith and a betrayal of principles. Any false or malicious word or act that would harm the reputation of the competitor is considered unethical and should be avoided.

6. Payment

Payment for services rendered, material and supplies is to be made as per terms of billings, contracts, etc.

7. Safety Codes and Standards

The American Standard Safety Code for Elevators, Dumbwaiters, and Escalators, with its revisions, should be adhered to as a minimum regardless of any substandard local codes.

8. Labor Relations

Nothing contained in the Bylaws should be construed as to restrict the rights and obligations of an individual member under the National Labor Relations Act, or any other applicable Federal or State laws, or to restrict the rights of such member to deal individually with any union or group of employees when in the member's judgment its interests or those of its clients will be best served by such individual action. Members are encouraged not to exercise this prerogative without due consideration of the effect upon the Association, or any of its members.