

American Institute of Constructors

Constructor Certification Commission Policy and Procedures No. 5.6

Ethical Conduct of Commission Members, Volunteers and Contractor Staff

Policy – The American Institute of Constructors Constructor Certification Commission will conduct all business affairs in an ethical manner, as described herein, in carrying out its mission.

Responsibility – Constructor Certification Commission

Reference Commission Documents ~~None~~

Procedures – The following procedures will be followed to insure that Commission members, volunteers and Contractor staff conduct all business in an ethical manner:

1. In conducting all business Commission members, volunteers and Contractor staff will:
  - a. Recognize that the chief function of the Commission at all times is to serve the



- d. All Commission deliberations are confidential.
  - e. The Complainant is requested to assist in maintaining impartiality and confidentiality.
  - f. After the final disposition by the Commission and either the conclusion of the named individual's appeal or the expiration of the named individual's opportunity to appeal, an appropriate record of the final disposition will be posted on a publicly accessible section of the Commission's website which is open for examination by the Complainant and the public at any time.
  - g. The Commission appreciates the Complainant's action which assists in maintaining the integrity and value of the Commission's credentialing process.
8. At the same time that the Certification Manager prepares the above letter to the Complainant, he/she will send a notice by registered mail (return receipt requested), or by any other form of reliable overnight or other delivery in which a record of such delivery is maintained, to the named individual. This letter will state that:
- a. A complaint has been received and passed to the Commission for its consideration.
  - b. Action regarding the complaint will be taken in accordance with Policy.
  - c. Deliberations are confidential.
  - d. The named individual will be advised by registered mail of the decision of the Commission.
  - e. The named individual has a right to a hearing on the complaint.
  - f. The named individual has a right to appeal an adverse action in accordance with the Commission's Appeal Policy.
  - g. At the point of final disposition and action, if any, an appropriate record of such will be posted on a publicly accessible section of the Commission website.

This letter also will:

- x Provide the name and contact information of the Complainant.
- x Ask the named individual to admit to or deny the charge in the complaint of unethical behavior in writing.
- x Ask the named individual to provide documents, if any, to support his/her denial of the complaint.
- x State the address to be used in responding to the Commission via the Certification Manager.
- x Request that the named individual to communicate only in writing to the Certification Manager.
- x State that names and personally identifying information have been removed from the version of the complaint available to Commission members and, as such, a case number has been assigned by the Certification Manager and the named individual is required to assist in the Commission's efforts to preserve this confidentiality.

Enclosures to this letter will include:

- x A full working copy of the complaint.
- x A copy of this Policy.
- x A copy of the Appeals Policy.





Commission member, volunteer or Contractor staff member, complainant or other third party.

28. The Commission shall not be liable for damages in the event of its obligations and duties in accord with these established procedures.
29. Copies of all documents and related correspondence, generated in complying with this policy will be placed by the Certification Manager in the respective individual's secured Commission file.

Revision History:

Last Revision: 12/11/2021