

# Professional Roof Repair and Waterproofing Association



## Code of Conduct

## Purpose and Scope

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The purpose of this Code of Ethics Policy is to establish and maintain standards of ethical conduct for all employees and representatives of the Professional Roof Repair and Waterproofing Association in their business activities. This Policy applies to all employees and representatives of the Professional Roof Repair and Waterproofing Association regardless of their position or location.

## Compliance with Laws and Regulations

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All employees and representatives of the Professional Roof Repair and Waterproofing Association must comply with all applicable laws, regulations, and company policies. Failure to comply with applicable laws and regulations may result in disciplinary action, including termination of employment or business relationship with the the Professional Roof Repair and Waterproofing Association.

## Conflicts of Interest

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All employees and representatives of the Professional Roof Repair and Waterproofing Association must avoid any actual or perceived conflicts of interest that may arise between their personal interests and the interests of the Professional Roof Repair and Waterproofing Association. Any employee or representative who becomes aware of a potential conflict of interest must disclose it immediately to their supervisor or to the Ethics Officer appointed by the Professional Roof Repair and Waterproofing Association.

## Confidentiality

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All employees and representatives of the Professional Roof Repair and Waterproofing Association must maintain the confidentiality of confidential and proprietary information belonging to the the Professional Roof Repair and Waterproofing Association, its clients, or other third parties. Employees and representatives must not disclose any confidential or proprietary information, except when required by law or authorized by the Professional Roof Repair and Waterproofing Association.

## Fair Dealing

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All employees and representatives of the Professional Roof Repair and Waterproofing Association must deal fairly and honestly with clients, suppliers, competitors, and other third parties. Employees and representatives must not engage in any deceptive, fraudulent, or misleading practices, or make any false or misleading statements.

## Anti-Bribery and Corruption

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All employees and representatives of the Professional Roof Repair and Waterproofing Association must not offer, promise, or give any bribe or improper benefit to any person or organization, whether directly or indirectly. Employees and representatives must also not accept any bribe or improper benefit, or engage in any activity that would create the appearance of a conflict of interest or impropriety.

## Respect and Dignity

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All employees and representatives of the Professional Roof Repair and Waterproofing Association must treat each other and all third parties with respect and dignity. The organization does not tolerate any form of harassment, discrimination, or retaliation. Employees and representatives must report any incidents of harassment, discrimination, or retaliation immediately to their supervisor or to the Ethics Officer appointed by the organization.

## Reporting Violations

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All employees and representatives of the Professional Roof Repair and Waterproofing Association are encouraged to report any violations of this Code of Ethics Policy or any other ethical concerns to their supervisor or to the Ethics Officer appointed by the organization. The organization will investigate all reported violations and take appropriate action.

## Disciplinary Action

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Any employee or representative of the Professional Roof Repair and Waterproofing Association who violates this Code of Ethics Policy or any other company policy may be subject to disciplinary action, including termination of employment or business relationship with the organization.

## Compliance and Training

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All employees and representatives of the Professional Roof Repair and Waterproofing Association are required to comply with this Code of Ethics Policy and all other applicable policies and procedures of the organization. The organization will provide training and resources to assist employees and representatives in understanding and complying with this Code of Ethics Policy.