



## **FGBC CERTIFYING AGENT CODE OF PROFESSIONAL CONDUCT**

*Revised 7/26/10*

### **STATEMENT OF PURPOSE**

The Florida Green Building Coalition (FGBC) is committed to providing quality and professional service to homeowners, building industry professionals and the public and to improve the sustainability of the built environment in Florida. This Code of Professional Conduct sets forth principles and rules of conduct enforced by the Florida Green Building Coalition through specific procedures contained in its Green Home Designation Standard. These ethical guidelines are designed to ensure Florida Green Building Coalition projects have met the minimum requirements and that services were rendered in a professional and ethical manner.

This Code of Professional Conduct is a minimum standard applicable to all accredited Florida Green Building Coalition Certifying Agents and their representatives. As such, it may be augmented by additional ethics code requirements as required by any state or local government or incentive program provider.

This Code of Professional Conduct is administered under "FGBC Certifying Agent Enforcement Procedures" within the FGBC Green Home Designation Standard.

### **PROFESSIONAL CONDUCT**

It is the duty of every FGBC Certifying Agent to know and strictly adhere to the requirements of the FGBC Green Home Designation Standard, the FGBC Certifying Agent Code of Professional Conduct, and the FGBC Bylaws.

FGBC Certifying Agents have an ethical obligation to maintain strict compliance with the letter and spirit of all governmental laws and regulations that impact the consumer, the profession, and the public.

#### **In addition, the Florida Green Building Coalition Certifying Agents shall:**

- At all times, comply with the technical standards and procedural requirements applicable to their business and professional activities in accordance with the FGBC Green Home Designation Standard.
- Not engage in any conduct that is detrimental to the reputation or not in the best interests of the Florida Green Building Coalition.
- At all times, remain in good standing with the accreditation and certification requirements as defined in the FGBC Green Home Designation Standard.
- Commit to objectivity and neutrality in conducting a certification and in making any recommendations for the project.
- Commit to participate in a quality assurance program as required by the Florida Green Building Coalition.
- Not engage in any unprofessional conduct of a character likely to deceive, defraud or harm the client they serve in the course of providing professional services.



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- Refrain from speaking of other Florida Green Building Coalition Certifying Agents in a manner that will diminish the profession or service in the eyes of the public.
- Not disclose any specific information about a project to parties other than the client or the client's agent(s) without the written permission of the client or the client's agent(s) except to report to the Florida Green Building Coalition, or its representatives, for the purposes of registration, certification or quality assurance. This requirement does not pertain to the information about the project that is posted on the FGBC website or is a public record of some kind.
- Commit to complying with professional development and education requirements as established by the FGBC Green Home Designation Standard, so that customers and the public can be assured of receiving competent and reliable services from Florida Green Building Coalition Certifying Agents.
- Shall, to the best of their abilities, submit certifications that are accurate and complete in all respects. Any submittal found to have eight (8) or more credits submitted incorrectly will be found to have violated this provision of the Code of Professional Conduct. After each violation, a warning letter will be issued to the Certifying Agent. If three (3) certification packages that are in violation of this provision are submitted within one annual registration period of the Certifying Agent, the Certifying Agent shall be deemed in violation of the FGBC Code of Professional Conduct and a formal complaint can be registered against the Agent in accordance with the FGBC Green Home Designation Standard.

### **REPRESENTATIONS OF SERVICES AND FEES**

#### **Florida Green Building Coalition Certifying Agents shall:**

- Make no representations that are false or misleading in any material respect regarding their services or qualifications.
- Fully disclose all applicable charges, as well as the general scope and deliverables of services to be provided, prior to conducting a certification or providing the services.

### **CONFLICTS OF INTEREST**

#### **Florida Green Building Coalition Certifying Agents shall:**

- Comply with the requirements contained in the Certifying Agent Financial Disclosure Form
- Not accept compensation, financial or otherwise, from more than one interested party for the same service without the consent of all interested parties.
- Not allow an interest in any business to affect the results of the certification.

### **DEFINITIONS**

**Florida Green Building Coalition** – A non-profit corporation with open membership whose primary mission is to lead and promote sustainability with environmental, economic, and social benefits through regional education and certification programs



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**Green Home** – A high-performing home that is energy and water efficient, has good indoor air quality, utilizes environmentally sustainable materials, and uses the building site in a sustainable manner.

**Certifying Agent** – An individual who is a member of and accredited by the Florida Green Building Coalition to evaluate a home with respect to the criteria contained in the FGBC Green Home Designation Standard for the purposes of certifying that the qualifications for a Florida Green Home Certification have been achieved.

**Certifying Agent Active Status** – indicates full compliance has been achieved in regard to the annual registration requirements for FGBC Certifying Agents as contained in the FGBC Green Home Designation Standard. Only Certifying Agents who have an "active status" designation are allowed to submit a project for FGBC Certification.

**Certifying Agent in Good Standing** – indicates that all applicable membership dues and registration fees have been paid by a Certifying Agent. Does not reflect status in regard to compliance with other registration requirements.

**Certifying Agent - In-Active Status** – indicates that all applicable membership dues and registration fees have been paid and the Certifying Agent is in "good standing," but compliance with the annual Activity Verification Form has not been achieved. An "in-active" account is eligible for "Active Status" once compliance with the Activity Verification Form has been achieved.

**Certifying Agent - Suspended** – indicates non-payment of applicable membership dues and registration fees by the Certifying Agent within the 90-day grace period of the annual renewal cycle. Results in the suspension of all membership and Certifying Agent privileges until all dues, fees and penalties are paid.

**Certifying Agent - Revoked** – indicates loss of all membership and Certifying Agent privileges. To be reinstated the Certifying Agent must retake the Certifying Agent qualifying course and exam, and comply with all registration policies in effect at that time.