

# C.E.C.A. CODE OF ETHICAL PRACTICES

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 Canadian business world. By furnishing quality constructions, competent workmanship, and the best in management, the people and country shall be served as expected.

To fulfill this obligation, it is one's duty to themselves, to the customer, and the industry to make a profit in one's business.

Ethical standards are essentially two-fold/ that is, to establish principles of business conduct to be observed by the members in their relation, 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 with the concept of the Golden Rule.

Accordingly, we recommend the following principles as industry policy and practice to all members of the Canadian Elevator Contractors Association.

## **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 employees are independent 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 that each party would desire if they 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 possibility of being awarded a contract. In cases where the supplier is also contracting, they will so notify all contractors they are bidding the project. The price of one competitor should not be made known to the other. In no case should the low bidder be led to believe that a lower bid has been received.

## **4. ARCHITECT RELATIONS**

The Contractor's responsibility to the Architect is to keep them advised of the functions and responsibilities of the elevator trade, and to advise them against uneconomical, improper practices and limitation in specifications.

## **5. COMPETITION**

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

## **6. PAYMENTS**

Payments for services rendered, material and supplies, are to be made as per terms of billing, contracts, etc.

## **7. SAFETY CODES AND STANDARDS**

The Canadian Standard Safety Code for Elevators, Dumbwaiters, and Escalators, with its revisions, should be adhered to as a minimum standard, except where local or provincial codes dictate to the contrary.

## **8. CANADA'S ANTI-SPAM LAW**

Canada's anti-spam legislation (CASL) is the federal law dealing with spam and other electronic threats. It is meant to protect Canadians while ensuring that businesses can continue to compete in the global marketplace. Failure to adhere to Canada's anti-spam laws will result in membership termination. Please review the rules and regulations set out by the Canadian government regarding this. Canada's anti-spam legislation - Office of the Privacy Commissioner of Canada - [priv.gc.ca](http://priv.gc.ca)