

## **ADSC Code of Professional Conduct**

### **1. Obligations to the Client**

#### **A. Ethical Principle**

Members have an ethical obligation to serve each client in a professional manner, being respectful of their wishes and confidences, and being honest and fair in all dealings with them.

#### **B. Code of Professional Conduct**

- i. Members shall provide services to clients without regard to religion, race, color, national origin, sex, sexual orientation or disability.
- ii. Members shall comply with all applicable federal or state laws or regulations relating to the prearrangement, prepayment or pre-financing of industry services or merchandise.
- iii. Members shall comply with the Federal Trade Commission Regulations.
- iv. Members shall protect confidential information pertaining to the client.
- v. Members shall carry out all aspects of services in a competent and respectful manner.
- vi. Members shall properly account for and remit any monies, documents, or personal property that belongs to others that comes into the members possession.
- vii. Members shall 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.

### **2. Obligations to the Public**

#### **A. Ethical Principle**

Members have an ethical obligation to the public to offer their services or products and to operate their businesses in accordance with the highest principles of honesty, fair dealing and professionalism.

#### **B. Code of Professional Conduct**

- i. Members shall not engage in any unprofessional conduct which is likely to defraud or deceive the public.
- ii. Members shall not engage in false or misleading advertising.
- iii. Members shall not pay or offer to pay a commission or anything of value to third parties in order to secure top bids.
- iv. Members shall not use alcohol or drugs which impacts the member's ability to carry out his or her obligation.

### **3. Obligations to the Government**

#### **A. Ethical Principle**

Members 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.

#### **B. Code of Professional Conduct**

- i. Members shall not knowingly make a false statement on proposals or contracts.
- ii. Members shall not knowingly make or file false records or reports.
- iii. Members shall comply with all federal, state or local laws, rules or regulations governing or impacting the industry.
- iv. Members shall comply with all federal, state or local laws, rules or regulations that

- were enacted to protect consumers.
- v. Members shall comply with all federal, state or local laws, rules or regulations that were enacted to protect the environment.

#### 4. Obligations to the ADSC: The International Association of Foundation Drilling

##### A. Ethical Principle

Members have an ethical obligation to professionally act in a manner that upholds the purposes and objectives of the ADSC.

##### B. Code of Professional Conduct

- i. Members shall comply with the Articles of Incorporation and bylaws of the ADSC.
- ii. Members shall conduct themselves in a proper and appropriate manner while attending or participating in ADSC sponsored events and in all communications with ADSC staff.
- iii. Members shall be honest, fair, and act with integrity to other ADSC members and treat others with mutual respect and trust for each individual and company.
- iv. Members shall not engage in negative communication either privately or publicly that disparage other individuals or entities with which the ADSC interacts.
- v. Members shall not pursue recruitment of employees from another member company at an ADSC event.
- vi. Members shall honestly represent their company capabilities. This includes, but is not limited to placement in appropriate dues category.