



National Environmental Balancing Bureau

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NEBB CODE OF BUSINESS ETHICS

I. Preamble

Each NEBB Certified Firm and NEBB Certified Professional shall not act in any manner that detracts from the reputation of NEBB for certifying Firms and certifying Professionals who provide quality service, in accordance with current NEBB standards, in a timely and professional manner or in any other such manner that is, likewise, not in the best interests of NEBB.

The NEBB Certified Professional shall ensure that the NEBB Certified Firm only performs work, which that person can adequately supervise, and the NEBB Certified Professional must have the authority to manage all aspects of a Firm's work, to ensure quality work is performed on a timely basis.

II. NEBB Certified Firms and NEBB Certified Professionals shall:

- A. perform their work in accordance with the current NEBB Procedural Standards.
- B. prepare detailed reports, which are accurate and reliable and which are prepared under the direct supervision of a NEBB Certified Professional and in accordance with the appropriate and current NEBB Procedural Standards.
- C. report all equipment and system deficiencies, which prevent them from completing their work and preparing a final report, specifically and expressly noting in any preliminary report that it is preliminary and not final and not sealing any such report.
- D. report and address problems if encountered, and when a problem exists, notify appropriate project personnel by providing input as to the cause of the problem and recommend possible solutions.
- E. perform their services professionally and with respect for the client's property and personnel.

III. Certification of a NEBB Certified Firm and certification of a NEBB Certified Professional may, in accordance with provisions and procedures set forth in NEBB's Operational Procedures, be suspended or terminated for, among others, the following reasons:

- A. Failure to pay annual fees and/or recertify, as provided in the NEBB Bylaws and Operational Procedures.
- B. Failure to abide by the provisions of NEBB's Bylaws and its Operational Procedures.
- C. Conduct by a NEBB Certified Firm or NEBB Certified Professional, which, as found by the NEBB Board of Directors, is not in the best interests of NEBB.

IV. No person who is a local chapter or national official, officer or committee member shall use information gained in that capacity for any purpose other than performing the responsibilities of that person's position. Use of such information for any other purpose is grounds for suspension or termination of any NEBB certification held by that person and, in circumstances where such use is done with the knowledge of an owner, directly or indirectly, of a NEBB Certified Firm, for suspension or termination of that Firm's certification.

The undersigned, by their signatures below, acknowledge having read the foregoing NEBB Code of Business Ethics, acknowledge that they fully understand its content and agree to follow all NEBB Operational Procedures and the Code of Business Ethics.

Signature of NEBB Certified Professional

Date

Print Name

Firm Name

Signature of Firm Officer

Date

Print Name

Title