



National Environmental Balancing Bureau

8575 Grovemont Circle, Gaithersburg MD 20877-4121
(301) 977-3698 • FAX (301) 977-9589



NEBB Personnel Individual Certification

Code of Conduct Policy #120

ISO/IEC 17024:2014
Created: 1.1.2015
Revised 12.23.16
VERSION 2.0.0

Code of Conduct Overview

- A. The Code of Conduct applies to each NEBB Applicant, Candidate, and Certificant credentialed or in the process of credentialing by the Certification Board.
- B. All Applicants, Candidates and Certificants will agree to the Code of Conduct as a condition of Personnel Certification and an affirmation of their commitment to uphold the highest standards of personal and professional behavior.
- C. Violation of any portion of the Code may result in compliance action as outlined in the Compliance Policy.
- D. The Code of Conduct will be published and available to all interested parties.

Purpose

- A. The Code of Conduct establishes the basic ethical standards for the professional behavior of Applicants / Candidates / Certificants. The Code is designed to provide both appropriate ethical practice guidelines and enforceable standards of conduct for all Applicants / Candidates / Certificants.

Code of Conduct: Certified Professional

A. Preamble for Certified Professional

1. No NEBB® Certified Individual shall act in any manner that detracts from the reputation of NEBB® for certifying Individuals who provide quality service, in accordance with NEBB® Standards, in a timely and professional manner or in any other such manner not in the best interest of NEBB®.
2. NEBB® Certified Professionals shall:
 - a. Perform their work in accordance with the current NEBB® Procedural Standards.
 - b. Not present a report as being an NEBB® Certified Report unless the Individual is employed by an NEBB® Certified Firm
 - c. Prepare detailed reports, which are accurate and reliable and in accordance with the appropriate and current NEBB® Procedural Standards
 - d. 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



National Environmental Balancing Bureau

8575 Grovemont Circle, Gaithersburg MD 20877-4121
(301) 977-3698 • FAX (301) 977-9589



- e. Report and address problems, notify appropriate project personnel by providing input as to the cause of the problem and recommend possible solutions
 - f. Perform their services professionally and with respect for the client's property and personnel
3. Certification of a NEBB® Certified Individual may, in accordance with provisions and procedures set forth in the NEBB® Certification Board Policies & Procedures Manual or NEBB® Operational Procedures, be suspended or terminated for, but not limited to, the following reasons:
 - a. Failure to pay annual fees and/or recertify, as provided, in the NEBB® Certification Board Policies & Procedures Manual
 - b. Failure to abide by the provisions of NEBB®'s Bylaws and its Operational Procedures
 - c. Conduct by a NEBB® Certified Individual, which, as found by the NEBB® Certification Board, is not in the best interest of NEBB®
 4. All NEBB® Certified Individuals who are a local chapter member, national official, officer, or committee member shall not use information gained in that capacity for any purpose other than performing the responsibilities of that person's position.
 - a. Use of such information for any other purpose is grounds for suspension or termination of any NEBB® certification held by that person

B. Preamble for Certified Technician

1. Each NEBB® Certified Individual shall not act in any manner that detracts from the reputation of NEBB® for certifying Individuals who provide quality service, in accordance with NEBB® Standards, in a timely and professional manner or in any other such manner that is, likewise, not in the best interest of NEBB®.
2. NEBB® Certified Technicians shall:
 - a. Perform their work in accordance with the current NEBB® Procedural Standards.
 - b. Assist in the preparation of detailed reports, which are accurate and reliable 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
 - d. Report and address problems, notify appropriate NEBB® CP or other responsible 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
3. Certification of a NEBB® Certified Individual may, in accordance with provisions and procedures set forth in the NEBB® Certification Board Policies & Procedures Manual or NEBB® Operational Procedures, be suspended or terminated for, among other, the following reasons:



National Environmental Balancing Bureau

8575 Grovemont Circle, Gaithersburg MD 20877-4121
(301) 977-3698 • FAX (301) 977-9589



- a. Failure to pay annual fees and/or recertify, as provided, in the NEBB® Certification Board Policies & Procedures Manual
 - b. Failure to abide by the provisions of NEBB®'s Bylaws and its Operational Procedures
 - c. Conduct by a NEBB® Certified Individual, which, as found by the NEBB® Certification Board, is not in the best interest of NEBB®
4. 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.
- a. Use of such information for any other purpose is grounds for suspension or termination of any NEBB® certification held by that person.

C. Preamble for CxPP Certified Professional

1. CxPP Certified Professionals shall:
 - a. Exercise a reasonable industry standard of care in the performance of professional duties with respect for the Client's property and personnel.
 - b. Provide professional services with trust, integrity and honesty and not make misleading, deceptive or confusing statements regarding their Certification Status.
 - c. Hold paramount the health and safety of the public in the performance of professional duties.
 - d. Work in a manner consistent with all applicable laws and regulations; demonstrate integrity, honesty, and fairness in all activities; and strive for excellence in all matters of ethical conduct.
 - e. Act with integrity in any relationship that involves an employer or client and disclose fully to an affected employer or client any conflicts-of-interest resulting from business affiliations or personal interests.
 - f. Represent qualifications accurately and honestly. Not make misleading, deceptive, or confusing statements regarding their certification status.
 - g. Offer products and services only in areas where competence and expertise will satisfy the client and public need.
 - h. Agree to comply with and uphold all policies, procedures, guidelines, and requirements of the certification program; use the designation as authorized and only in the approved manner; acknowledge that the certificate and marks are the property of their respective owners; and return the certificate and discontinue use of the designation and marks when required to do so.

D. Confidentiality

1. No person who is a local chapter or national official, officer or committee member shall use confidential information gained in that capacity for any purpose other than performing the responsibilities of that person's position.



National Environmental Balancing Bureau

8575 Grovemont Circle, Gaithersburg MD 20877-4121
(301) 977-3698 • FAX (301) 977-9589



2. Use of such information for any other purpose is grounds for suspension or termination of any NEBB® certification held by that person.

E. Adherence to Legal Requirements

1. Adhere to all applicable laws, regulations, policies, and ethical standards.
2. Refrain from discrimination in professional activities, including relationships with employees, employers, and other professionals.

F. Adherence to NEBB® Policies & Requirements for Applicants/Candidates/Certificants

1. Agree to become familiar with all Certification Program Policies, Procedures, Requirements and Rules and comply with and uphold all policies, procedures, guidelines, and requirements of the certification program; use the designation as authorized and only in the approved manner; acknowledge that the certificate and marks are the property of their respective owners; and return the certificate and discontinue use of the designation and marks when required to do so.
2. Provide accurate and complete information to NEBB® concerning certification and recertification.
3. Keep confidential all NEBB® examination information, including preventing unauthorized disclosures of exam information.
4. Cooperate with NEBB® and the Certification Board regarding matters related to the Code of Ethics, Code of Conduct and complaint and/or disciplinary investigations.
5. Accept responsibility for maintaining the credential through recertification and continuously uphold the Code of Conduct and Ethics.

G. Professional Performance

1. Recognize the limitations of one's professional ability (based on education, knowledge, skills, experience, etc.) and provide services only when qualified to do so.
2. Properly use professional titles, degrees and all credentials and provide accurate and truthful information regarding education, experience, qualifications, and the performance of services.
3. Disclose any conflicts of interest or potential conflicts of interest and avoid conduct that could cause a conflict of interest.