

BOMA Edmonton Code of Ethics
Code of Professional Ethics and Conduct



Preamble

BOMA Edmonton and its members are committed to promoting the highest level of professionalism, integrity, and skill available in the commercial property and asset management industry.

This code of professional ethics and conduct is designed to foster trust and mutual respect among those working in the industry as well as the public at large. It is not intended to discourage fair and healthy competition within the industry. We consider industry relationships critical to the industry's success.

Minimum standards of conduct in these areas are contained herein:

Articles

1. Professionalism

Each member of the Association shall conduct business with the highest degree of professional behavior bringing credit to the profession, the industry, and the Association. Members shall speak truthfully and act in accordance with accepted principles of honesty and integrity. A member shall endeavor to understand and fairly represent his or her own scope of knowledge and ability to perform services.

2. Responsibility to Clients

Each member shall diligently and honestly pursue the client's legitimate objectives. Whenever possible, objectives should be put in writing to avoid misunderstanding. No member shall place his or her own needs and desires above those of the client in the performance of work for that client. Each member shall advise the client regularly or as agreed on matters concerning the creation of value. Federal, provincial and local laws as well as regulations, codes and ordinances shall be strictly adhered to in the operation of property or equipment.

3. Responsibility to Employers

Each member shall behave in a manner consistent with the stated goals of his or her firm and/or employer. No member shall act out of a motive of personal gain apart from the knowledge and consent of the employer and/or firm.

4. Responsibilities to Real Property and Equipment

Each member shall be diligent in the care and management of property to maximize its long-term value within the client's objectives. Members shall not permit or cause damage to the property or properties under their control. In the operation of the property, members shall take those actions reasonably necessary to maximize the security and life safety of the occupants consistent with accepted standards of the industry.

Ethics

Code of Professional Ethics and Conduct (continued)

5. Conflict Of Interest

Prior to accepting an engagement for services, each member shall disclose to his or her potential client any known conflicting interest he or she may have between:

- (a) That client and any other client,
- (b) That client and its employees, or
- (c) That client and its suppliers.

If any such conflicting interest arises after commencement of services, that interest shall also be disclosed to the member's client at the earliest opportunity. Each member shall use every reasonable means to resolve any such conflicting interest. No member shall permit a conflicting interest to remain undisclosed. A conflicting interest is one that would likely affect adversely the judgment of the member in respect to his loyalty to a client or prospective client, or which the member might be prompted to prefer an interest of a client or prospective client.

6. Confidentiality

Each member shall maintain as confidential, any legitimate business information provided in confidence until:

- (a) Given permission to disclose it by the source of such information, or
- (b) Being legally required to do so.

7. Fair Dealings

Each member shall endeavor to deal fairly with his or her clients, tenants, competitors, and vendors' employer, and employees. No member shall take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair dealing practice.

8. Records Management

Each member shall maintain complete and accurate records compiled in accordance with generally accepted procedures and provide them to the client or employer with comment on a regular basis. In addition, each member shall control the funds and property entrusted to the member in accordance with the Real Estate Act of Alberta and in such a way as to protect the client and client's assets from any reasonably foreseeable losses.

9. Continuing Education

Each member shall endeavor to remain knowledgeable in his or her industry by taking courses and seminars offered, reading industry periodicals, and consulting and sharing information within the industry network in the member's area.

10. Compliance with Laws

Each member shall comply with all Local laws and regulations, as well as, any human rights statutes concerning the properties managed, apprising property owners as appropriate.

Signed

Please print name

Company

Date