

CODE OF CONDUCT FOR MEMBERS

Members of the Land Promoters and Developers Federation (LPDF) agree to comply with the provisions of the Code of Conduct when they join and renew their membership of the LPDF. The LPDF Code of Conduct for Members lays down minimum standard practices expected of our members in the industry.

1. GENERAL

- 1.1 Members shall at all times act in the best interests of the industry and will not act in a way likely to bring the industry into disrepute.
- 1.2 Members' conduct is to be regulated in accordance with this Code of Conduct and support is offered by the LPDF membership in order to achieve compliance with these standards.

2. HONESTY

- 2.1 Members will act honestly in all dealings with members, consultants, local authorities, consultees, the public and others.
- 2.2 Members shall not knowingly make a false or inaccurate statement, mislead or otherwise allow those with whom it deals to operate with a false impression of anything relating to the business between the member and that of another party.

3. COMPLIANCE WITH LAWS

- 3.1 General
 - 3.1.1 Members will ensure that they comply with all other relevant legislation relating to their business, including but not limited to legislation relating to equal opportunities, health and safety, taxation, data protection, competition and telecommunications privacy.
 - 3.1.2 This Code of Conduct is not legally binding but represents good practice by LPDF members and is promoted on that basis. LPDF members are free to operate in their own commercial interests. This code does not support or promote any anti-competitive activity and should not be construed as doing so.
- 3.2 Contractual Documentation
 - 3.2.1 Members shall ensure that the contractual documentation they use to cover their dealings with members, consultants, local authorities, consultees, the public and others is in line with current statutory requirements.
 - 3.2.2 Members will have procedures in place to ensure that adequate documentation is provided, where required by law, to all relevant parties.

CODE OF CONDUCT FOR MEMBERS

4. CONDUCT

- 4.1 LPDF members must act competently and professionally in the promotion and where relevant development of projects and in a timely manner.
- 4.2 Members will fulfil all financial dealings and contractual obligations with their counterparty with the utmost integrity and duty of care.
- 4.3 When instigating, promoting or developing members shall ensure that consultants and contractors have sufficient current public liability insurance and employer's liability insurance.
- 4.4 Members will conduct their business having regard to the objectives and purposes of the LPDF and will seek wherever possible to limit public criticism or any adverse publicity in connection with the conduct and operation of this sector of the residential development industry.
- 4.5 All advertising and marketing material must be clear, legal and truthful and it must be compliant with all relevant legislation.

5. DATA PROTECTION

- 5.1 Members will ensure that all LPDF information is held and processed in line with the principles of the Data Protection Act 1998.
- 5.2 Members will ensure that before they pass any personal details relating to a member they will first secure the consent of that member to only release, hold and process information relating to the said member in line with the Data Protection Act 1998.

6. CONFIDENTIALITY

- 6.1 Members will treat all committee and working group reports, minutes and papers on a confidential basis and shall at no time release, disclose or make available such information to any third party and non-member of the LPDF.
- 6.2 All advisory notes, reports or assessments produced by or on behalf of the LPDF shall be treated and regarded as confidential documents (whether marked as such or not) and shall only be released, disclosed or made available to any third party and non-LPDF member where such disclosure is expressly confirmed in writing by the LPDF Board.

7. RESPECT FOR DIVERSITY

- 7.1 Member's shall champion equality and diversity and shall not discriminate against anyone with whom they come into contact. Members shall adhere to all aspects of applicable human rights, equality and employment laws and regulations.

CODE OF CONDUCT FOR MEMBERS

7.2 Members shall not act on an instruction from another party that breaches any applicable law or regulation from time to time in place relating to discrimination or require other parties to act on such instructions.

7.3 Members will treat the public and all officers in public authorities and other statutory bodies with dignity and respect and should establish working practices that safeguard against unlawful or unethical discrimination in the operation of their business.

8. COMPLAINTS & ESCALATION

8.1 Any complaint that a member has breached the standards contained within this Code of Conduct shall be dealt with in accordance with LDPF complaints procedure.

8.2 The LPDF will not at any time investigate or intervene in complaints, which are based solely on a commercial dispute.

8.3 In the event that a complaint is made against a member, that member shall co-operate with any investigation of that complaint under the LPDF complaints procedure.

8.4 Members shall provide reasonable assistance to any investigation under the LPDF complaints procedure, even if they are not the subject of that complaint.

8.5 Should a member fail to adhere to the terms of this Code of Conduct or should a complaint be upheld against a member that it has failed to so adhere, the LPDF reserves the right to terminate their membership.

8.6 In any such decision to terminate, the LPDF shall act in good faith and in compliance with any applicable law and will follow its own rules and procedures including any right to appeal.

9. GENERAL PROVISIONS

9.1 The Code applies to all members.

9.2 It is the duty of every member, subject to any restrictions imposed by law or the courts, to report to the LPDF any alleged breach of this Code of which the said member becomes aware and to assist in any investigations.

Land Promoters and Developers Federation

5th July 2018