



GOVERNANCE DOCUMENT

Member Code of Conduct

THE ASFP CODE OF CONDUCT

The Association for Specialist Fire Protection (ASFP) seeks to represent members that demonstrate the highest degree of professionalism, expertise, and ethical standards in every aspect of their operations, including the safety, reliability, quality and support of their products and/or services, and the competence of their employees and representatives.

The ASFP therefore expects each of its members (including, without limitation, its owners, senior management, employees, and agents) to abide by a Code of Conduct which reflects these objectives.

Supporting Constitution and Policies

Each member commits to respect the requirements of the [ASFP Memorandum and Articles of Association](#) (Mem & Arts) and related [Byelaws](#) that are agreed from time to time by the association's governing council. Each member agrees to be respectful in association meetings and other activities and uphold the requirements of Competition Law and limit discussions and actions to comply with all such laws and regulations.

Each member (employee) shall observe the highest standards of business integrity in all its business dealings and shall function as a committed member of the ASFP.

All applicable member companies are required to join the Conflict Avoidance Pledge as part of ASFP membership.

Safety Marking

All equipment manufactured or supplied by members of the association will be correctly marked as required to confirm that it complies with UK and/or EU standards and/or certification and that is 'fit for purpose.' All service provision supplied by members should equally be supported by the relevant UK and/or EU standards and/or certification. Members should be able to produce technical files to support the relevant standards within 10 (working) days of being requested by the association. Members are encouraged to sign up to the Code for Construction Product Information (CCPI) scheme where applicable.

Products and Technical Standards

Each member shall ensure that the products and services it offers for sale are supplied, installed, manufactured, or manufactured under licence to conform to any statutory requirements and standards as may be mandated by local law(s).

Further, all members commit to the use of independent third-party certification for products and installation services carried out, as per the requirements of membership as detailed within the association Byelaws. At the time of writing, this certification is a voluntary process in the UK and/or EU.

Product Performance

A member shall be able to demonstrate the published features of any product that it supplies and substantiate any benchmarks, performance characteristics or other criteria to which it lays claim either directly or by way of any relating third-party certifying scheme.

Competency

Members shall at all times follow and implement the organisational competency requirements as set out in Annex #4 of the association Byelaws.

Quality Assurance

All members supplying and/or installing passive fire protective equipment commit to ensure they comply with the requirements or related standards, and/or abide by a suitable quality scheme that has been agreed with the ASFP.

Energy & Environment

Members shall act in accordance with the relevant standards on environmental protection and seek to continually reduce their impact on the environment.

Members shall endeavour to ensure that the products and/or services they sell are manufactured and/or installed under processes that ensure minimal damage to the environment.

Products manufactured by members should where possible comply with regulations and restrictions affecting the use of non-recyclable materials in their construction therefore minimising the environmental effect.

Intellectual Property

Members shall recognise and respect the ASFP ownership of intellectual property rights (IPR) and refrain from plagiarism or other abuse of the intellectual property of others, whether they be ASFP members or not.

Where a member has not contributed directly to the origination of a design, system, or process that it subsequently offered for sale, it shall seek assurance that the intellectual property belongs to the supplier or that the supplier is licensed to re-sell the design, system, or process.

Employees

Member companies shall respect the basic human rights of their employees and take responsibility for their health and safety.

Member companies shall not discriminate unlawfully or improperly in respect of employment law(s), wherever that may be.

Member companies will treat their staff, the staff of their customers, suppliers, plus those of the association and other association members with respect and dignity at all times.

Member companies shall comply with laws prohibiting child labour and slavery, and take measures to ensure that this section is also true of their suppliers, wherever that may be.

Member companies shall demonstrate a positive commitment to training and shall take all necessary steps to ensure that all operatives and staff receive relevant and continuous training in all aspects of the passive fire protection industry.

Action on Members Failing to Adhere to the Code of Conduct

Members found to be in breach of this Code of Conduct or found in breach of any points relating to its content (either knowingly or unknowingly) may have their membership rescinded*.

The same applies to those companies and/or individuals going through the membership application process.

*A member which has been suspended or excluded from membership has the right to appeal against the decision and make a direct representation to the ASFP council.

Articles of Association

The Mem & Arts form the basis of why the ASFP exists and who the association seeks to engage with across the design, construction and occupation chain.

The ASFP is bound by its Mem & Arts which are reviewed periodically by the ASFP council. The latest version of the Mem & Arts can be found on the ASFP [website](#) or requested by contacting info@asfp.org.uk.

Association Byelaws

The association Byelaws provide the mechanism by which the ASFP operates and the rules of membership.

The Byelaws are reviewed periodically by the ASFP council. The latest version of the Byelaws can be found on the ASFP [website](#) or requested by contacting info@asfp.org.uk.

A handwritten signature in black ink, appearing to read 'Mike Ward', is positioned above the name and title.

Mike Ward – Managing Director

Association for Specialist Fire Protection