



Code of Conduct Policy

Introduction

buildingSMART International ('bSI') is a vendor neutral open standards Organisation (hereinafter referred to as the "Organisation") that works with a diverse group of members, employees, contractors and other third parties, representing many different stakeholders from the built asset industry.

The Organisation's code of conduct sets out the standards of behaviour the Organisation expects from everybody who is working with, for, or on behalf of buildingSMART International. Rules in relation to the conduct expected are set out in this Code of Conduct policy and there are examples of what the Organisation considers to be serious misconduct, which could result in summary termination of employment or summary suspension from participation if any individual is found to have breached this policy. If a contractor breaches this policy then termination of any commercial agreement is a possible outcome. For members, this could result in you being removed from a Chapter or the Organisation as a whole.

If you are an employee of buildingSMART, then this specific policy does not form part of your contract of employment, and we reserve the right to amend or change it at any time, without consultation with you.

Behaviour

The following general standards are required by all who are associated with the Organisation (including employees, contractors, members and other third parties) hereinafter referred to as “Associates”:

- Associates should behave in a respectful, professional and polite manner and ensure their behaviour does not breach the Equality Act 2010.
- Associates should comply with all reasonable management (or client) instructions or requests.
- Associates should cooperate fully with any investigation as necessary.
- Associates should uphold and further the Organisation’s positive public image at all times, and not cause embarrassment to the Organisation through public or private behaviour which could bring the Organisation into disrepute.
- Satisfactory standards of behaviour upholding the Organisation’s values must be maintained at all times
- The Organisation's policies and procedures should be adhered to at all times, where applicable. For example, the Equal Opportunities policy applies to all Associates and not just to employees.

Whilst we do not wish to reduce your enjoyment of any social or professional events which are arranged on behalf of the Organisation, we expect you to behave in an appropriate and responsible manner and in a way that does not damage our reputation, or cause embarrassment to others. Above all, we expect everyone to be able to enjoy these events in an atmosphere of professionalism without fear of being made to feel uncomfortable by another person's conduct.

Scope

This policy applies to anyone working for us or with us. This includes employees, members, workers, contractors, volunteers, Chapter representatives, interns and apprentices.

Social events

A social event may include:

- team-building days;
- virtual social activities;

- lunches;
- work conferences and Summits;
- leaving drinks; and
- Christmas parties.
- Awards dinners
- Networking cocktails
- Summit luncheons

The list is not intended to be exhaustive and may include social events not organised by us but which you have been invited to because you are employed by us, or a part of our Organisation, such as a client function.

Whilst you are encouraged to be friendly towards one another, it is important that you do not cross the professional boundaries. Associates should maintain professionalism at all times and under no circumstances should become overfamiliar with others in a way that may be seen to disrupt the operations or reputation of the Organisation, or cause someone to feel uncomfortable.

Those who are found to have acted unprofessionally or inappropriately after an investigation has taken place may be liable for disciplinary action (for employees) or another appropriate action, depending on whether you are a member, Chapter representative or a contractor – for example.

Equality, diversity and inclusion

An important core value of the Organisation is the promotion of inclusivity and diversity. It seeks to ensure that the workplace, and other professional forums, are supportive of its staff, members, contractors and one where individual respect is shown to all members or associates, regardless of age, (dis)ability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnic background, culture, sexual orientation, religion or belief, sex or any other factor. Everyone will be supported and encouraged to participate as much as possible.

For further information, you should refer to the bSI Equal Opportunities policy [published here](#).

Bullying and harassment

buildingSMART International Ltd.
Postal address:
Registered Office:
Trademarks:
Website:

Registered in England and Wales company no. 5024694
Kings House, Station Road, Kings Langley, Hertfordshire, WD4 8LZ, UK
9 Quy Court, Colliers Lane, Stow-cum-Quy, Cambridge CB25 9AU, UK
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The Organisation has zero tolerance to bullying and harassment.

Disciplinary action will be taken against inappropriate behaviour that shows lack of respect for others, or causes people to feel threatened (for employees) and other sanctions will apply for members or contractors, which may involve being disassociated with the community, or having a commercial contract terminated with immediate effect.

For further information, you should refer to the bSI Bullying and Harassment policy, which applies to everyone [published here](#).

Standard of behaviour

During any event arranged by the Organisation, you are representing yourself and potentially other members within the Organisation, and you must behave in an appropriate, mature and responsible manner. In particular:

- You should be aware that the Organisation's equality, diversity and inclusion policy and anti-bullying and anti-harassment policy continue to apply during any social or member event which is arranged by the Organisation, and any discrimination, bullying or harassment of any kind will not be tolerated.
- You should treat others with respect at all events arranged for the Organisation. Violence such as fighting, aggressive behaviour, verbal abuse or the use of inappropriate language, whether this is towards a colleague, an invited guest or any other third party is unacceptable.
- You should also take steps to ensure that you are well within the legal drink-drive alcohol limit if you are going to be driving home after an event or in the morning after an event.
- You must not use illegal drugs or be under the influence of illegal drugs at any social or member event which is arranged by the Organisation.
- You must not behave in a way that could cause reputational damage to the Organisation.

- You must not do or say anything at a professional event that risks breaching confidential business information.

Examples of unacceptable conduct

The following offences are examples of serious behaviour which could give rise to summary dismissal for employees, and termination of membership/commercial relationships for third parties:

- intentional sexual harassment, harassment, bullying;
- serious breach of rules, policies or procedures, especially those designed to ensure safe operation, such as data protection;
- having illegal drugs in the possession, custody or control of the person while at work or at an event arranged by the Organisation; or
- violent, physically intrusive, dangerous or intimidatory conduct.

Breach of the rules

A breach of the rules set out in this policy, or any associated policy will be dealt with under our disciplinary procedure (for employees) and may result in disciplinary action, up to and including summary dismissal.

For members and third parties, this could result in:

- Suspension of membership;
- Revocation of membership;
- Removal from a Chapter;
- Commercial agreements being terminated;
- Being asked to provide a substitute and being personally barred from further work for the Organisation; or
- Other appropriate disciplinary or remedial action as deemed appropriate.

Making a complaint

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In the first instance, you should make it known to another party if you find their conduct or behaviour unacceptable, by objectively letting them know what the issue is and the effect it has had on you.

If this does not stop the unwanted conduct, or you feel that the conduct was so severe it cannot be resolved by you personally, then you should put your complaint in writing.

If you are an employee, you should follow the grievance procedure.

If you are a member, contractor or another third party, then you should write a formal complaint to an employed executive director of the Organisation, with the following information:

- Your name;
- The names of any witnesses;
- The date of the incident;
- Specifically what the incident was (what was said/done, by who, the effect that this had);
- What resolution you are wanting;
- Whether you are able to continue working for or with the Organisation; and
- What policy has been breached.

The Organisation will investigate all complaints thoroughly and will issue you with a written response, detailing what action will be taken (where possible), ideally within 15 working days of you raising the original complaint.

Note: Government Acts referred to are those of the United Kingdom as bSI is a company registered in England and Wales.