

FLEXIBLE SPACE ASSOCIATION



CODE OF CONDUCT



The Flexible Space Association represents,
informs and champions the sector.

Flexible Space Association Members Undertake to:

1. Always strive to provide the highest standards of service to all clients
2. Promote and maintain ethical standards of conduct, dealing fairly and honestly with clients, suppliers and each other, and honour any contractual arrangements
3. Give accurate representation of the facilities and the costs of services offered
4. Conduct business in a professional way, and not engage in practices which could damage the image of the industry
5. Comply with all necessary legislative and regulatory requirements which are applicable to their business
6. Ensure that appropriate arrangements are in place for insurance, financial and legal matters
7. Not entice clients or staff in breach of contract from other FlexSA members
8. Respect confidential information supplied to them by clients, unless there is a legal requirement to make information available to the authorities
9. Ensure reasonable endeavours are made to operate their business in an environmentally friendly manner
10. Endeavour to raise the standards of the industry through active involvement in the activities of the Flexible Space Association