



Code of Conduct

Master Landscapers of SA

Members

As the professional industry body representing landscaping in Adelaide and regional South Australia, we build capacity and capability across the industry, ensuring Members deliver the highest quality standards and levels of professionalism

We place a strong emphasis on the integrity, competence and professionalism of our Members, and therefore require them to conduct themselves in accordance with this Code of Conduct.

This code serves to protect the consumer and our members through adherence to the outlined ethical principles and standards.

SCOPE OF CODE

This Code dictates standards of professional conduct and practice expected of all members of the Master Landscapers of SA (MLSA).

The fact that a course of conduct is not specifically referred to in this Code does not mean that it cannot form the basis of disciplinary proceedings.

Disciplinary proceedings may be brought in respect of the professional conduct or competence of a member whether or not practicing or carrying on business under any name, style or title containing the words 'Landscaping, Landscape Designer, Landscape Constructor or Garden Maintenance, or Industry Supplier'.

Members are expected to carry on their business in a professional manner that respects their profession, the MLSA, and the spirit of this code of conduct at all times.

Disciplinary proceedings may arise if a member of the MLSA has been convicted of a criminal offence other than an offence which has no material relevance to their fitness to practice as a Landscaper. Such proceedings are outside the scope of this Code.

Any criminal offence involving an MLSA member are outside the scope of this code.

LIMIT OF CODE

Breaches of this code will be assessed on a case-by-case basis by the MLSA board and may or may not constitute grounds for disciplinary proceedings. The conduct or competence of an MLSA Member will be assessed against this code.

The private life of a Member cannot be the subject of disciplinary action unless it brings their profession or the MLSA in to disrepute.

A minor transgression of this Code is unlikely to give rise to grounds for disciplinary proceedings unless it forms part of a pattern of unacceptable professional conduct or professional incompetence.

RESPONSIBILITIES

Any member of the Master Landscapers of SA is bound by this Code of Conduct.

The Code of Conduct ensures that high standards of corporate and individual behaviour are observed by members in the context of their professional dealings.

Members should familiarise themselves with this Code and take reasonable action to clarify any concerns.



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CODE OF CONDUCT

As proud members of the Master Landscapers of SA (MLSA) - the professional industry body representing Landscaping in Adelaide and regional South Australia, we conscientiously commit to the following code of professional conduct:

- To protect the interests of our membership; and
- To ensure the highest level of professionalism within the landscape industry.

COMMITMENTS

Commitment to Consumers

- Conduct business in a professional manner.
- Provide honest, accurate and unambiguous information.
- Practice honesty in advertising, proposals, and representation of skills, capability, and compliance.
- Provide evidence of required licences and insurances on request.
- Disclose any conflicts of interest.
- At all times:
 - Provide a detailed, unambiguous proposal for approval by all parties in plain language stating:
 - The scope, nature and deliverables of goods and services to be provided
 - The cost of the goods and services to be provided
 - the period for which the tender, quote or offer is valid;
 - the terms applicable to the return or retention of any deposit;
 - a clear program for progress payments (if applicable);
 - a practical time frame for commencement;
 - any terms or issues relating to site access;
 - a realistic estimate of the timeframe for project delivery.
 - Obtain the clients authorisation to proceed with the details of the proposal in writing.
 - Obtain the clients authorisation to vary any part of the original proposal in writing before carrying out the work.
 - Inform the client of their legal and statutory rights pertaining to any proposal offered.
 - Provide relevant, current and accurate information to the client or direct the client to sources of such information (if not within the member's area of expertise).
 - Ensure that any prime cost items and / or provisional sums are listed in the contract and that those listed are fair and reasonable.
 - Notify the owner of any delays which are likely to affect the client.
 - Keep records of services provided and provide those records to the client on request.

Commitment to Our Environment

- Respect, protect and preserve our most valuable resource, the environment,
- Operate in an environmentally safe manner.
- Follow vendor recommendations for handling, transport and disposal of products, chemicals, and equipment.
- Recognise and pay respect to the traditional owners of this land, past and present.

Commitment to the Law

- Adhere to all contractual obligations in essence and spirit.
- Abide by all laws, regulations, requirements, by-laws, Australian Standards, and the National Construction Code as applicable and support the enforcement of these laws.
- Maintain a current license applicable for all works carried out, and provide that license upon request.
- Maintain applicable insurance for all works carried out, and provide a certificate of currency upon request.
- Proactively seek to stay up to date with any changes that affect business and operations .



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Commitment to Fellow Professionals

- Treat other MLSA Members, Board Members, Suppliers, other stakeholders and their colleagues with fairness, honesty and integrity having proper regard for their interests, rights, safety and welfare.
- Deal fairly with subcontractors and suppliers, ensuring that payments occur promptly and within the timeframes required by the law and contract specifications.
- Avoid making false, unfounded or misleading statements, which, in any way, might injure the professional reputation of another.
- Refrain from recruiting another company's employees during any MLSA event.
- Respect the intellectual property rights of others.

Commitment to the Association

- Act in the best interest of the MLSA with fairness, honesty and integrity.
- Provide full disclosure of all activities that involve or affect the MLSA that may be perceived as a conflict of interest.
- Strive for continued professional development
- Strive to attain certification (where applicable).
- Improve and contribute to the stature, standing and voice of the landscaping industry in SA by participating in and supporting the MLSA as a Member.

Commitment to Employees

- Provide a fair and equitable workplace free from discrimination and harassment
- Develop, promote, and reinforce good occupational health and safety practices
- Comply with all statutory requirements and obligations
- Commit to being an equal opportunity employer.
- Ensure the entitlements of employees are preserved and paid on time.