



**Australasian
Timber Flooring
Association[®]**

Conflict of Interest Policy

When utilising an ATFA Licensed Floor Inspector, the following conflict of interest provisions apply to the specific commissioned inspection:

- An inspector cannot inspect his or her own work;
- An inspector cannot inspect the work of companies that they regularly quote against, unless agreed with that company in writing;
- An inspector cannot inspect work which has utilised products associated with the concern being inspected in the subject floor, for which they are the manufacturer or supplier, unless to assess the situation purely for their own company purposes or as free support to the client/contractor;
- An inspector cannot inspect work where the inspector has an unresolved disagreement or dispute with the commissioning party, service provider, contractor or supplier of material/product;
- An inspector cannot reinspect a job that he or she has already inspected for another party, unless otherwise agreed by both parties in writing;
- An inspector cannot quote for other services on work which he/she has inspected or inspect on work he/she has previously quoted other services upon;
- As acknowledged by the commissioning party when requesting an inspection, no conflict of interest exists over the subject floor to be inspected by reason of a manufacturer, supplier, service provider and/or contractor being either an ATFA member or known to the Inspector.
- The Inspector seeking input from any other party (including service and product providers) to assist in determining the nature of the concern and where possible relevant parties involved will be notified of the inspection, does not constitute a conflict of interest;
- An inspector must demonstrate honesty and integrity in all circumstances, and if asked during the inspection, openly declare and explain any relationships such as previous employment, previous contracting or sub-contracting, family connections, friendships, work involvement with one of the parties or any other matter which could be perceived as a conflict of interest;
- Where an inspector considers that past relationships with a party involved in the inspection (commissioning party, insurer, insurance builder, product manufacturer, service provider and their contractors or owners) is likely to be a perceived conflict of interest, then the inspector should decline the inspection; and
- Inspection work or clients originally obtained through the ATFA Inspection System, must not be inspected independently of ATFA.