

## MEMBERSHIP (continued)

### Member Benefits (continued)

**Archetype** - the Institute's biannual, full-color journal, which is read by the architectural design, specification, and interior design communities, and offers affordable, targeted advertising opportunities.

**Web** - All the Institute's Members are included in the Institute's searchable online membership roster at [www.woodworkinstitute.com/listings.asp](http://www.woodworkinstitute.com/listings.asp).

**Details** - the Institute's quarterly newsletter provides updates of the Institute's current activities along with legal, safety, and human resources issues. Members are periodically highlighted for their achievements.

**Consultation** - the Institute provides technical assistance through our Directors of Architectural Services.

**Seminars** - the Institute holds free educational programs for the architectural design and specification community. The Woodwork Institute is a registered provider of AIA's (American Institute of Architects) CES (continuing education) program.

**Exhibits** - the Institute supports the architectural millwork industry by participating at all regional AIA (American Institute of Architects) & CSI (Construction Specifications Institute) product shows.

**Awards** - the Institute recognizes superior design and implementation of architectural wood products through three different award programs.

**Technical Information** - the Institute provides current industry-specific information to the architectural design and specification community.

**Scholarships** - The Woodwork Institute/C.E. Bernhauer, Jr. Scholarship Foundation provides financial assistance to individuals seeking educational advancement within the architectural millwork and design industry.

### Code of Ethics

Woodwork Institute Members, Member-Licensees, Non-Member-Licensees, and their staff are expected to conduct themselves in an ethical and professional manner. The following Code is intended to serve as a basis for their ethical conduct, as such it will also serve as the basis for judging the merit of a formal complaint.

It is understood that some words and phrases are subject to varying interpretations, and that an ethical principle may conflict with another. Questions related to ethical conflicts can best be answered by thoughtful consideration of the fundamental principles, rather than reliance on detailed or specific regulations.

As a Woodwork Institute Members, Member-Licensees, Non-Member-Licensees and their staff I will ...

Be fair and take action not to discriminate or cause harm to others while respecting the values of equality, tolerance, and equal justice.

Not do anything which compromises or which is likely to compromise the impartiality of those who work for, or on behalf of, the Institute.

Be honest and trustworthy, not make deliberate false or deceptive claims, be honest about my qualifications, and about circumstances that might lead to conflicts of interest. I will exercise care not to misrepresent the Institute, its positions and/or policies, nor conduct myself in a manner to bring my position as a member into disrepute.

Know, respect and follow the policies and/or procedures of the Institute while acknowledging and supporting proper authorized use of the Institute's resources.

Not use my position improperly to confer on or secure for myself an advantage or a disadvantage on another.

Not disclose information given to me in confidence, or information acquired which is of a confidential nature, without proper consent, or unless required to do so by law.

## MEMBERSHIP

(continued)

### Code of Ethics (continued)

Honor contracts, agreements, and specifications, especially those requiring compliance to the *Architectural Woodwork Standards* and/or Certified or Monitored Compliance.

Strive to achieve the highest quality, effectiveness, dignity and professional competence while managing my personnel and resources to enhance the quality of our professionalism.

Uphold principles of this Code and promote the same of other Members, Member-Licensees, Non-Member-Licensees and their staff.

Treat violations of this code as inconsistent with proper Member, Member-Licensee, and Non-Member-Licensee behavior and understand that by engaging in gross misconduct, my membership may be terminated.

## LICENSEE PROGRAM

[www.woodworkinstitute.com/membership/types.asp](http://www.woodworkinstitute.com/membership/types.asp)

WI Licensee firms are granted the right under the Institute's WI Licensee program to be a Certified Compliance Program (CCP) inspector of record and self-certify their own work under the Institute's strict oversight. Licensees are required to follow strict guidelines and have at least one full time WI Signatory employee to act as their inspector of record and representative agent.

WI Licensee's are only permitted to inspect and certify work covered by the particular WI License type or types they qualify for and are granted.

### WI License Types

Type A	For all millwork products, excluding casework and countertops
Type A-D	For wood doors only
Type B	For casework
Type C	For flat and or formed plastic laminate counter tops
Type C*	For flat (only) plastic laminate countertops
Type DS	For Solid Surface countertops
Type DL	For Laboratory countertops
Type A-E	For installation of all millwork products, excluding casework and countertops
Type A-D-E	For installation of wood doors only
Type B-E	For installation of casework
Type C-E	For installation of laminated plastic countertops
Type DS-E	For installation of Solid Surface countertops
Type DL-E	For installation of Laboratory countertops

### Signatory Employee

All WI Licensee firms are required to have at least one WI Signatory employee to function as their inspector of record or agent with the authority to require their firms non-compliant product and or installation be brought compliant. There is no limit to the number of WI Signatory employees a firm may have, and the Institute highly recommends that Chief Estimator, Chief Draftsman, Production Manager, Shop Foreman, Finishing Foreman and Outside Superintendent become WI Signatory or at least take the exam.

### Policy and Procedure Highlights

WI Licensee applicants must agree to and execute or complete the following requirements:

Sign the Institute's 'Certificate of Licensing Status' binding them to all of the terms and conditions of the Institute's "Licensing Warrant". And, if not a WI Member, agree to and sign the Institute's 'Code of Ethics' as included in this document.