



**Model Timeline for Preparing an Application  
for a 2018 ASA Certificate of Excellence in Ethics**

<b>Date</b>	<b>Task(s)</b>
Sept. 7, 2018	Designate a corporate ethics officer.  Review Excellence in Ethics application form.
Sept. 14, 2018	Identify a customer, subcontractor/supplier and competitor (which your firm has worked with in the past 12 months) to provide recommendation letters for your application. Use ASA's models in the <a href="#">Excellence in Ethics Resource Guide</a> to draft your requests for recommendation letters.
Sept. 21, 2018	Mail requests for recommendation letters, asking each recommender to send its letter to you in a sealed envelope with the recommender's signature over the seal by Dec. 7, 2018.
Sept. 28, 2018	Use ASA's models in the <a href="#">Excellence in Ethics Resource Guide</a> to write/review your company's: <ul style="list-style-type: none"><li>• Written code of conduct policy.</li><li>• Written whistleblower policy.</li><li>• Written conflict of interest policy.</li><li>• Written policy on fair competition practices.</li><li>• Written non-discrimination and equal employment opportunity policy.</li></ul>



<b>Date</b>	<b>Task(s)</b>
Oct. 5, 2018	<p>Schedule corporate ethics training for November, if documentation of previous such training does not exist.</p> <p>Begin gathering and reviewing your:</p> <ul style="list-style-type: none"> <li>• Written health and safety policy and plan.</li> <li>• Financial controls and accounting policy.</li> <li>• Equal employment opportunity compliance statements and relevant hiring policy.</li> </ul>
Oct. 12, 2018	<p>Write/review a procedure for staff to submit questions relating to ethics policies or practices.</p> <p>Write/review a description of the company's methods for ensuring all sales, promotional materials and advertisements are truthful and accurate.</p> <p>Send invitations for corporate ethics training, including an agenda. Retain copies of the invitations and agenda for application.</p> <p>Remind recommenders of recommendation letter due date.</p>
Oct. 19, 2018	<p>Begin gathering and reviewing your:</p> <ul style="list-style-type: none"> <li>• News clippings or thank-you letters documenting community service.</li> <li>• Agenda and invitations to safety trainings.</li> <li>• BBB complaint resolution record, if applicable.</li> </ul>



Date	Task(s)
Oct. 26, 2018	<p>Review status of written policies and procedures. Ensure they are complete and have needed approvals.</p> <p>Get authorization for <b>\$400</b> payment to be mailed with application.</p>
Nov. 2, 2018	<p>Gather all documentation. Fill in application form. Identify missing/incomplete items using Application Checklist.</p> <p>Contact recommenders whose letters you have not received.</p> <p>Make copies of all documentation (except recommendation letters, which must remain unopened).</p>
Nov. 9, 2018	<p>Finalize application form. Conduct final review of, and begin final packaging of, documentation.</p>
Before Dec. 7, 2018	<p>Mail application with documentation and payment (make checks payable to <u>American Subcontractors Association</u>):</p> <p>American Subcontractors Association  ATTN: Shannon MacArthur  Chair, ASA Task Force on Ethics in the Construction Industry  MEMCO  210 Spring Hills Dr., Suite 100  Spring, TX 77386  Office: (832) 764-5290  Fax: (832) 585-0611  Email: <a href="mailto:Shannonmacarthur@marekbros.com">Shannonmacarthur@marekbros.com</a></p>

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