

International Society of Hospitality Purchasers Application Form

NAME _____ TITLE _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____ FAX _____

EMAIL _____ WEBSITE _____

Note: ISHP membership is limited to full-time, practicing hospitality procurement professionals. ISHP memberships are not at this time extended to the categories of manufacturer, supplier, vendor nor designer.

1. Are you applying to be a _____ full member* or _____ associate member*?
2. How long have you been employed by this company? _____ years _____ months.
(If less than five (5) years, please list your former employees and positions on a separate sheet.)
3. Have you been a "practicing hospitality purchasing agent" ** for the immediate past three (3) years?
Yes _____ No _____
4. Is your primary professional activity that of a "practicing hospitality purchasing agent"?*
Yes _____ No _____
5. Do you sell a service?
Yes _____ No _____
6. Do you sell a product?
Yes _____ No _____
7. Have you provided services to a minimum of three (3) clients in the past twelve (12) months?
Yes _____ No _____
8. Are you willing to confidentially list three (3) assignments you have undertaken in the past five (5) years to be reviewed by an ISHP member?
Yes _____ No _____
9. Do you know some members of ISHP?
Yes _____ No _____ If so, who? _____
10. You are responsible for securing one sponsorship letter (from an ISHP member who has been in membership for a minimum of one [1] year) and including it with this formal application.
11. You are responsible for two additional reference letters (business contact, vendor, local entrepreneur, etc.) that are to accompany this formal application.
12. Signature on the attached ISHP "Code Of Professional Conduct", indicating that you have read and agreed to the items outlined in the document.

Via e-mail, please forward to:
Michael Shapiro
Vice President, Membership
shapiro7777@yahoo.com
USA Ph: (415) 299-7222

1. the completed application form
2. sponsorship letter from an ISHP member and two business reference letters
3. signed "Code of Professional Conduct" document

Membership fee of \$500 (Full Member) or \$50 (Associate Member)

Check (made out to International Society of Hospitality Purchasers) via regular mail to:

Russell Haber
Royal Oak Purchasing
2180 Jefferson Street
Napa, CA 94559

Or...PayPal or credit card

Upon receipt, your application will be reviewed within 30 days by the ISHP VP of Membership and ISHP Board.

Please feel free to contact Michael Shapiro if you have any application questions.

* Full member is an owner, officer (director level or above), partner or principal of his/her company. Associate member is an employee of a firm who meets all of the same criteria as a full member and whose firm has at least one (1) full member.

** "Practicing Hospitality Purchasing Agent" is defined as an individual who is fully occupied as a hospitality purchasing agent. Since ISHP is intended for the furthering of professionalism within the purchasing industry; ISHP memberships are not at this time extended to the categories of manufacturer, supplier, vendor nor designer.

Code of Professional Conduct

CODE OF PROFESSIONAL CONDUCT

PREAMBLE

The Society was founded in recognition of the need for education, ethics, etiquette, efficiency and the establishment of professional standards in the practice of hospitality purchasing.

The Society believes by organizing the collective knowledge and experience of those engaged in hospitality purchasing the quality of purchasing services to the industry will be greatly enhanced. Members of the Society have demonstrated their integrity and are qualified by their experience, training and knowledge to develop and express sound judgment in order to best serve the hospitality industry.

This Code is designed to serve notice to the public that members will assume the obligation of self-discipline above and beyond the requirements of law and that members will maintain a high level of ethics and professional service. The Society enforces the Code by receiving and investigating all complaints of violations and by taking disciplinary action, including censure, suspension, or revocation of membership against any member who is found to be guilty of code violation or who willfully supports the practice of code violation.

It is a desire for the respect and confidence of the hospitality industry and of the society that should motivate the purchasing agent, to maintain the highest possible ethical conduct. The loss of that respect and confidence is the ultimate sanction.

In recognition of the public interest in their obligation to the profession, members of the Society must agree in writing to comply with the following articles of professional conduct. Negative or disparaging marketing is strongly discouraged. Marketing and promotion by its members, therefore, should be done in a manner which reflects positively on the industry as a whole.

I. PRINCIPLES AND STANDARDS OF PURCHASING PRACTICE

Loyalty to your organization and justice to those with whom you deal faith in your profession.

- a. Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.
- b. Demonstrate loyalty to the client/customer by diligently following the lawful instructions of the client/customer, using reasonable care and only authority granted.
- c. In no event shall a member engage in any private business or professional activity that would create a conflict between personal interests and the interests of your client/customer.
- d. In no event shall a member accept money, loans, credits, or prejudicial discounts, and the acceptance of gifts, entertainment, favors, or services from present or potential suppliers that might influence, or appear to influence, purchasing decisions.
- e. Handle confidential or proprietary information belonging to your client/customers or suppliers with due care and proper consideration of ethical and legal ramifications and governmental requirements.
- f. Promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle.
- g. In no event shall a member enter into reciprocal agreements that restrain competition.
- h. Know and obey the letter and spirit of laws governing the purchasing function and remain alert to the legal ramifications of purchasing decisions.
- i. Encourage all segments of society to participate by demonstrating support for small, disadvantaged, and minority-owned businesses.
- j. Enhance the proficiency and stature of the purchasing profession by acquiring and maintaining current technical knowledge and the highest standards of ethical behavior.

II. RELATIONSHIP WITH CLIENTS/CUSTOMERS

A member must not accept any assignment or engage in any practice involving a violation of the law, this Code or the member's specific ethical responsibilities. A member must immediately withdraw from any assignment if such a violation is identified.

- a. Members shall, before accepting an assignment, confer with the client/customer in sufficient detail and gather sufficient facts to gain an understanding of the exact nature of the assignment including exactly what expectations exist.

- b. Members will advise client/customer of any significant foreseeable problems or concerns regarding the assignment.
- c. Members will not promise anything that is not within their control to deliver.
- d. Member must not accept any assignments involving a conflict of interest and must withdraw from an assignment when an unavoidable conflict of interest arises after the assignment has been accepted unless such is fully disclosed in writing to all parties and all parties agree that the assignment may be accepted or continued.
- e. The valuation of services and the procedures by which fees are charged are matters of individuals preferences and are based upon agreement between the purchasing company and client/customer. Agreement should be made in advance on the basis for charges, including the reimbursement of expenses.
- f. A member may not accept any project which is beyond the scope of the member's competency, knowledge and expertise unless the member obtains the needed knowledge or expertise from other sources.

III. PROFESSIONAL RELATIONSHIPS

Members recognize from time to time they will be working with architects, designers, etc. . .and that it is necessary to adhere to certain standards of conduct in order to maximize the benefits to their clients/customers as well as to maintain the professional relationship.

- a. Members recognize their responsibility to the professional to share the general body of knowledge and non-proprietary approaches they use in serving clients/customers.
- b. Members referring a designer, architect, etc., will not misrepresent the qualifications of the other nor will they make any commitments for the other party. Members receiving a referral from another will ensure that no misrepresentations or commitments have been made in their behalf.
- c. No member shall use its position as officer, director, or member to gain purely unfair advantage of ones self or company in advertising, marketing, or promotion. Members are encouraged, however, to use the name of the Society in its marketing and promotion.

IV. PROCEDURES FOR HANDLING ALLEGED VIOLATION OF CODE OF PROFESSIONAL CONDUCT

Following is a summary of the procedures for handling alleged violation of the Code of Professional conduct. The purposes of the procedures are to provide a mechanism for determining the merits of complaints against members in a fair hearing before an unbiased tribunal; to protect the rights, privacy and professional reputations of members; and to protect the rights and interest of clients in dealing with members.

- a. Any person, member or non-member, may file a charge of misconduct against a member. Misconduct is deemed to be any violation of the code of Professional Conduct. The charge may be formal or informal.
- b. A formal charge is a written statement of the facts alleged, with substantiating evidence, copies of which the Chairman transmits to the Professional Conduct committee and to the accused member, identifying the party who filed the compliant. After investigation, the committee decides whether to dismiss the charge or refer the matter with recommendation to the Board of Directors for hearing and decision.
- c. The Board of Directors serves as an unbiased judicial tribunal, hearing testimony provided by the Professional Conduct Committee and the

accused member. A member of the Board of Directors may have a conflict to serve as an unbiased member on a judicial tribunal; in this case, a member appointed by the Board may fill the position. All individuals serving on a judicial tribunal must sign a non-conflict form. The Board's decisions, by majority vote, may take the form of dismissal of the compliant without prejudice, a letter of censure from the President, suspension from the Society for a stated period, or expulsion of the member, from the Society.

d. Upon receipt of an informal compliant of misconduct on the part of a member, the Chairman initiates a confidential inquiry to confirm its substance. If there is reasonable ground for the compliant, the chairman formulates a statement of charges, to which the accused member may file an explanation or rebuttal within 30 days. If the Chairman of the Professional Conduct Committee and the Society Chairman jointly determine that the charges are sufficiently serious, the whole Committee will review the matter and recommend one of the following courses; dismissal of the complaint, instruct the Chairman to obtain additional information required to arrive at a decision, instruct the Chairman to send a letter to the offending member in the nature of a warning or immediate cease and desist. If the same violation occurs after a cease and desist order has been communicated to a member, a formal charge will be entered against the offending member.

e. All matters relative to the filing and investigation of charges or complaints are regarded as confidential and are not in any way made public until the final step in these procedures has been completed. If a committee member breaches the confidentiality, he/she shall be disciplined.

f. When a member withdraws from membership or is removed from the Society, he/she will immediately:

1. Return the Certificate of Membership
2. Cease to use the ISHP designation in association with their name, reports, or any other communications.
3. No longer hold himself or herself out as a member of the Society

I agree to the above ISHP Code Of Professional Conduct.

Signed: _____ Date: _____