

**These Terms and Conditions should be read in conjunction with our Ethics Policy at the end of this document.**

## **1. On joining/payments/fee bands**

- 1.1.1 Organisations whose fees are £624 or below must make payment before membership is activated.
- 1.1.2 Organisations whose fees are above £624, membership will be activated shortly after receipt of their completed application form. Fees must be paid within 30 days of first membership invoice having been issued.
- 1.1.3 The designated primary contact takes full responsibility for having gained permission from all listed contacts to be added to UKGBC mailings.
- 1.1.4 Payments can be made by cheque to "UKGBC Ltd" or by BACS (bank details are on the invoice or available on request).
- 1.1.5 Overseas joiners that are VAT exempt or reverse chargeable must notify us on application.
- 1.1.6 Those that join in the first half of a month will have their membership officially start from the first of that month (any days "lost" can be added at the end of their final year in membership). Those that join in the second half of the month will have their membership start from the first of the following month.
- 1.1.7 It is the responsibility of the member to ensure any specific invoicing instructions such as quoting a purchase order number or having to submit an invoice via an electronic system, are given in advance of or promptly after the issuing of the invoice.
- 1.1.8 Turnover bands are based on UK Revenues: This figure should be the same as that submitted to HMRC at most recent fiscal year end. When establishing the relevant turnover band, organisations must take into account their entire business revenue, rather than specific departments/divisions.
- 1.1.9 For organisations whose primary business is property investment, ie. those that own income-producing real estate assets, fees should be based on the latest valuation of its UK portfolio. Sustainable Innovator band is only open to organisations that fulfil ALL its conditions.
- 1.1.10 Retailer fees are based on their total sqm selling space within the UK. It's the responsibility of the member to let us know whether this figure has changed on renewal.
- 1.1.11 Social housing company fees are based on number of units owned/managed. It is the responsibility of the member to let us know whether this figure has changed on renewal.
- 1.1.12 Signing the UKGBC Statement of Commitment (found on the application form) is a condition of membership. UKGBC reserves the right to terminate any members who are deemed to have contravened the Statement, at any time.

## **Flat fee bands & non-fee-paying members**

### **Associate**

- 1.1.13 Any organisation with its own members must join as an Associate member.
- 1.1.14 Associate members are not entitled to vote at the UKGBC AGM.
- 1.1.15 Associate members are entitled to join Task Groups by UKGBC invitation only.

## **Academia**

- 1.1.16 Academic membership is for faculty, facilities and other staff and PhD researchers only, not undergraduates or masters students.

## **Not for profit public institutions**

- 1.1.17 Entitled to Full member benefits.

## **Innovative Start-up**

- 1.1.18 Entitled to Full member benefits.

## **Local Authority Network Member**

- 1.1.19 Not entitled to vote at AGM

## **2. Membership types**

- 2.1.1 There are four main membership types: Full, Keystone, Subsidiary & Associate.
- 2.1.2 All members are entitled to receive the benefits associated with their particular band, however Associate members are not entitled to vote on the UKGBC board of trustees at our AGM.
- 2.1.3 Subsidiary membership: Keystone members are entitled to list their subsidiary companies as Full members in their own right.

## **3. Membership renewals**

- 3.1.1 All membership renewal dates are on the first day of a given month. We will issue an invoice and certificate of membership via email on that day (or as close as possible).
- 3.1.2 Renewal notifications will be issued to the primary contact and/or any other specified persons by email.
- 3.1.3 It is the responsibility of the member to ensure any specific invoicing instructions such as quoting a purchase order number or having to submit an invoice via an electronic system, are given in advance of or promptly after the issuing of the invoice.
- 3.1.4 Membership renewal invoices should be paid within 30 days of the date of issue. UKGBC reserves the right to terminate the membership of any organisation that fails to pay their fee within 30 days.
- 3.1.5 Organisations whose membership is terminated due to non-payment are not permitted to re-join within the same amount of time that the payment had been overdue for, prior to termination.
- 3.1.6 It is responsibility of the member organisation to let us know if their fee criteria (revenues, assets under management etc) has changed, at renewal. Members will be told at renewal what fee band they are currently in.
- 3.1.7 'Innovative Start-up' members must inform us on renewal if they no longer meet the necessary criteria of that level of membership. If the criteria are no longer met, they will be invited to renew under the normal commercial fee bands.

## 4. Termination of membership

- 4.1.1 Members must inform us no later than 30 days after being issued their renewal invoice if they will not be renewing their membership.
- 4.1.2 Members can inform us any time in advance of their renewal date that they do not wish to renew. Members will be entitled to full benefits up until their renewal date in those circumstances.
- 4.1.3 Membership termination confirmation will be sent to the primary contact and any other specified contacts.
- 4.1.4 UKGBC will notify all contacts to confirm removal from our mailing lists.
- 4.1.5 UKGBC reserves the right to terminate membership with immediate effect.

## 5. Use of UKGBC member logo

- 5.1.1 UKGBC membership logos must be used in accordance with the associated guidelines. Guidelines are issued on joining but can be requested at any time.
- 5.1.2 On termination of membership, all logos or references to UKGBC membership must be removed from company literature, website, email signatures etc.
- 5.1.3 Continued use of the UKGBC logo after membership termination will be reported to Trading Standards.

## 6. Learning & Development Programme

- 6.1.1 All full & Keystone members are entitled to unlimited places on our "Sustainability Essentials" course.
- 6.1.2 All Keystone members are entitled to 5 free places on our Level 2 and 3 courses in a calendar year. These will be pro-rated depending on which month a Keystone member joins UKGBC.
- 6.1.3 All face to face courses have limited availability and bookings are on a first come, first served basis.
- 6.1.4 Notifications and invitations for L&D courses will be sent directly to member contacts by email and can also be viewed on our website.

## 7. UKGBC Events

- 7.1.1 Event invitations will be sent via email.
- 7.1.2 Some event invitations will be targeted dependent on region, sector, member type, job title etc.
- 7.1.3 For some events, priority booking will be given to Keystone members.
- 7.1.4 Event bookings are on a first come, first served basis.
- 7.1.5 Some events will have restrictions on the number of contacts per organisation.

## 8. Round Tables, Task Groups etc

- 8.1.1 All "Full" and "Keystone" members are entitled to register their interest to join one of these groups on invitation.

- 8.1.2 Invitations may be targeted depending on sector, job title, region etc.
- 8.1.3 All interest must be registered before the deadline.
- 8.1.4 If oversubscribed, participants will be selected on the relevance of their expertise on the topic.

## **9. Comms/profile-raising opportunities**

- 9.1.1 Unless part of a sponsorship agreement, UKGBC profile-raising opportunities (blogs, case studies etc) must not be used to explicitly promote a product or service.
- 9.1.2 UKGBC reserves the right not to publish case studies, blogs etc unless they fulfil the necessary criteria.
- 9.1.3 Member contacts must use their work email address for mailings lists, event bookings etc. Please refer to our Privacy Policy (<https://www.ukgbc.org/privacy-policy>) to learn more about how we use your personal data.
- 9.1.4 It is up to the designated primary contact to keep UKGBC up to date with any changes to the organisation's name, address, telephone numbers, email addresses, websites, logos (Keystone) etc. UKGBC will send out contact update forms on request to simplify the process.

## **10. General**

- 10.1.1 It is the responsibility of the primary contact at your organisation to ensure that these terms and conditions are understood by all member contacts.
- 10.1.2 UKGBC reserves the right to change these terms & conditions without giving further notice to its members.

## ETHICS POLICY

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At UKGBC, our ethics are guided by our [vision](#) and our charity objects “to dramatically improve the sustainability of the built environment by radically improving the way it is planned, designed, constructed, maintained, renewed and operated”. We have a strong sense of responsibility to people and planet, and in line with that responsibility, we maintain the highest ethical standards.

### **Purpose**

This policy sets out UKGBC’s guiding ethical principles, and how these translate into a framework of behaviour to which we hold ourselves, and our members and partners accountable.

### **Ethical Pillars**

UKGBC is committed to the following ethical pillars, and we expect all our key stakeholders to include these as part of upholding their own ethical principles, in conducting their business.

#### **Integrity and Honesty**

We are truthful. We avoid placing ourselves under any obligation to people or organisations that might try to improperly influence our work. We declare and resolve any conflicts of interests, financial or otherwise. We treat our people with honesty and fairness.

#### **Accountability and Openness**

We hold ourselves accountable to our stakeholders (members, collaborators, and others) for our decisions and actions and submit ourselves to scrutiny to ensure this. We act and take decisions in an open and transparent manner based on information that we share willingly, subject to safeguarding essential confidentiality. Our systems and procedures are under regular review to confirm that they remain relevant and proportionate.

#### **Leadership and Purpose**

We lead by example exhibiting ethical principles in our behaviour and treating others with respect. We implement best practice and raise awareness of the ethical standards we require of our people and wish to see in our industry.

### **Implementation**

The Ethics Policy is available on the UKGBC website. It is communicated as follows to specific Stakeholder Groups each of whom is expected to align with it.

UKGBC Staff: By incorporation into the Employee Handbook with any breach potentially resulting in disciplinary procedure.

UKGBC Consultants: By reference in consultancy contracts.

Members: By Incorporation into Membership Terms & Conditions. Members are also required to comply with the Membership Requirements

Trustees: By raising awareness prior to appointment and again during induction. Declaration of Interests forms to include reference to the Policy.

Suppliers: By raising awareness and by inclusion in UKGBC’s Procurement Policy and / or tender requirements (as appropriate).

Funders and Partners: By raising awareness at the start of any relationship.



The Risk and Audit Committee of the UKGBC Board of Trustees will review all cases of noncompliance brought to our attention and consider the appropriate remedial action.

Anybody who is aware of a case of noncompliance can bring this to the attention of the Chair of the Risk and Audit Committee.

Systems, guidance and governance procedures will be maintained and regularly reviewed to support this aim.

Last updated 19<sup>th</sup> March 2024