

## APPLICATION FOR MEMBERSHIP

**Our Company:** .....  
hereby applies for membership of the Window & Glass Association New Zealand (Incorporated) and agrees to be bound by its rules. Please ensure you have read the Code of Ethics and Constitution prior to completing and signing this application.

**Association Sector Group (Please select only one):**

- |   |   |
|---|---|
| <input type="checkbox"/> Component Suppliers              | <input type="checkbox"/> Glass  |
| <input type="checkbox"/> Window Manufacturers/fabricators | <input type="checkbox"/> IGUMA (Insulated Glass Unit Manufacturers Association) |
| <input type="checkbox"/> Proprietary System Suppliers     | <input type="checkbox"/> Window install/service/repair                          |
| <input type="checkbox"/> Commercial Doors                 | <input type="checkbox"/> Surface Finishers                                      |

**1. Associate Applicants:**

- Please tick box if applying for Associate membership (individual member)

**2. All other Applicants:**

Do you confirm that your products or services comply with the Building Code and all current standards/regulations? Compliance evidence may be requested. **Please circle "Yes" or "No".**

- Please tick box if applying as member with conscience provision to meet religious beliefs

**3. Proprietary System Supplier Applicants:**

Please supply with your application copies of your current test certificates showing compliance with the current version of NZS4211 for your standard range of exterior products.

**4. Window Manufacturer Applicants:**

Do you certify that your products will be in all respects as tested by your Proprietary System Supplier when labelled in accordance with the current version of NZS4211? **Please circle "Yes" or "No".**

**5. IGUMA Applicants:**

Do you confirm acceptance of the IGUMA rules and testing requirements? **Please circle "Yes" or "No".**

**6. ALL Applicants**

Your application for membership requires a nomination from a current member of the Window & Glass Association:

**Nominator Name:** .....

**Nominator Company:** .....

**Signature:** .....

All Fabricator nominations must be completed by the Proprietary System Supplier concerned. Proprietary System Suppliers please note that you are certifying that the applicant conforms to all the relevant standards.

**Membership Subscription:** Please pay your subscription upon invoice into our Account:

**Window & Glass Association**  
**06 0582 0048011 00**

**Particulars.** Your company name    **Code:** New    **Reference:** Membership

# Company Details:

Trading name:.....

Registered Company Name:.....

Name of Owners / Directors / Senior management (name and position):

Please identify key contact

.....   
.....   
.....

Has the above company or any of the company's senior management been involved in any other business which has ceased to trade without payment in full of all undisputed debts to creditors? **All Applicants Please circle "Yes" or "No"**

If the answer is "Yes", please attach sufficient details to explain the involvement/responsibilities of those concerned.

Number of equivalent full-time staff employed (includes office and sales staff): .....

Number of branches/sales offices: .....

A member with one or more branches and/or one or more sales offices operating under the same business name as the "head office" is included in the one membership. The total staff employed determines the appropriate subscription rate.

- i). A branch is defined as 100% shareholding by the head office.
- ii). A sales office is defined as at least 50% shareholding by head office.
- iii). A shareholding less than the above defines the branch or sales office as a separate business requiring an individual Association membership
- iv). In all cases, the Board shall have the discretion to require one or more memberships.

What is your primary business activity?: .....

What is your Window Brand name?:.....  
(Write "None" if not applicable)

Does your Company have any independently certified Quality Management Systems such as ISO 9000, Q-BASE, QSR, or similar?  
**All Applicants Please circle "Yes" or "No"**

If "yes" please give details: .....

Does your Company have a Health and Safety Programme in place? **All Applicants Please circle "Yes" or "No"**

Your Postal Address:.....  
.....  
Suburb City/Town

Your Street Address: .....

.....  
Suburb City/Town

Telephone: (     ) .....

Accounts email address: .....

**Newsletter recipients: Please provide their name (first/second names) and email address:**

.....  
.....  
.....  
.....

**Applicants signature:** .....

**Date:** .....

Your signature confirms your agreement to abide by the Code of Ethics and Constitution of the Window & Glass Association NZ.

**Website - ours**

Our website includes a 'Find a member' search function and a jobs board where you can advertise situations vacant. Once your membership application has been approved, please log into the member only area and update your directory listing so you will appear in the search results:

Email address of person who can update directory listing: .....

Email address of person who can load jobs on the jobs board: .....

**Website – yours**

We recommend you prominently display that you are a member of the Association. Please complete the separate Trade Mark Licence agreement to get digital copies of our logo.

**Survey**

We would like to understand why you are joining the Association. Please tick the boxes that most apply:

- To have access to information and/or training
- Technical support
- Required to belong
- Customers are asking if we are members
- We want to be seen as credited and trusted in the market
- To support the industry we work in
- To get an invite to the conference and awards dinner
- To keep up to date with legislation and regulation changes
- To participate in the development of changes to our legislation and regulations
- Other: .....

# Member's Code of Ethics



All members must support and comply with this Code, which provides the minimum standards of competence and conduct required of them in promoting the Window & Glass Association's Mission of creating a better, safer and healthier built environment for New Zealanders.



## INTEGRITY

Members shall maintain a high standard of integrity and professionalism, and apply honesty, objectivity and fair dealing in all aspects of their operations.



## ACCOUNTABILITY

Members must deliver what is agreed under their contract with the client and meet all guarantee and warranty terms. Where there is a dispute, they ensure that the appropriate dispute process is followed.



## ENVIRONMENT

Members shall adopt positive environmental practices in respect of premises, equipment, operations and consumption of resources. They will actively minimise any negative environmental outcomes and have systems and programmes in place to achieve this.



## GOOD FAITH

Members shall work with their staff, subcontractors, customers and other people with whom they come into contact, with dignity and respect, deal with them in good faith, and treat them with equality and without discrimination.



## HEALTH AND SAFETY

Members must at all times actively manage the health and safety of their staff, customers, subcontractors and the general public and take all reasonable steps in their work practices to keep people safe from injury or harm. Members shall have a Health and Safety Management Plan which complies with legislation.



## COMPETENCE

Members must follow recognised best practice and provide products and services that meet or exceed the minimum performance requirements of the relevant New Zealand Codes and/or Standards.



## PROFESSIONAL DEVELOPMENT

Members are encouraged to continuously develop their knowledge, skills and expertise, through participation in education, training and technical workshops, seminars, conferences, and contribute to the collective wisdom and body of knowledge of the profession.



**window  
& glass**  
association nz