

Policy name	Code of Conduct Policy
Policy date	23 October 2023
Authorisation	CEO and Management Team
Policy owner	Director of Operations
Policy type	Corporate Management
Policy Setting	Ethics

1 Purpose

Exemplar Global has developed and authorized this Code of Conduct for Certified Persons to set the highest ethical standards and integrity in exercising their professional duties and other activities which might impact the reputation of the profession and of Exemplar Global. In support of this Code of Conduct auditors and other professionals are expected to understand and comply with this Code.

2 Agreement

Exemplar Global requires all auditors applying for professional recognition, certification and CPD services, to agree as follows:

- To act professionally, accurately and in an unbiased manner
- To increase the competence and prestige of the auditing profession, including encouraging others to develop their professional competencies
- Refuse to undertake assignments where competency does not match the assignment
- Not represent competing or conflicting interests and will disclose any relationships to any client or employer that may influence judgements
- Not discuss or disclose any data or other information relating to any assignment unless required by law or authorised in writing by the client and/or the employing organisation
- Not accept any inducement, commission or gift, or any other benefit from client organisations, their employees, or any interested party, or knowingly allow colleagues to do so
- Not intentionally communicate false or misleading information that may compromise the integrity of any assignment or the personnel certification process and not use the certificate in a misleading manner
- Comply with any Exemplar Global certification requirements, procedures and advises which are relevant to the auditor profession or certification, including the use of Exemplar Global Badges and Logos (add hyperlink)
- Comply with industry-specific standards, including international standards, relevant to the profession or certification in question
- Not act in any way that will prejudice the reputation of Exemplar Global or the personnel certification process; not make any statement regarding the certification which the Certification Body considers misleading or unauthorised and will cooperate fully with any enquiry in the event of any breach of this Code
- Demonstrate sensitivity for the customs, working practices, culture and personal beliefs of others

- Has the rights to share defined information in Exemplar Global's public Register and that the Register is a definitive record of an individual's certification status
- Share defined information to comply with Exemplar Global's Programme for registration (certification), surveillance, CPD and renewal of registration (recertification) (the auditors may delegate this to the Certification Bodies with whom they work)
- Undertake continuing professional development and record the outcomes in an accessible register
- Make the following information available at all times to Exemplar Global and Certification Bodies they work with, including any changes and when they occur
 1. Complaints related to the auditors' performance
 2. Outcome of witness audits
- Commits that all information provided to the Exemplar Global is authentic
- Commits that the information displayed in the Register is kept current
- Authorises Exemplar Global to contact the Certification Body(ies) they work with, and/ or organisations they have audited, as part of the ongoing assessment of auditors' competence
- Authorises Exemplar Global to contact the Certification Body(ies) they work with, to inform them of any changes to the auditors' registration status
- Submit to this Code of Conduct and Exemplar Global complaints, appeals and disciplinary procedures
- Agree that any breach of this Code of Conduct may lead to warnings, suspension or withdrawal of certification in accordance with Exemplar Global's disciplinary procedures and agree to discontinue the use of all claims to certification that contain any reference to the Certification Body or certification upon suspension or withdrawal of certification, and to return any certificates issued by the certification body

3 Auditor Notifications

Exemplar Global will require that certified persons declare without delay, matters that can affect the capability of the certified person to continue to fulfil the certification requirements.

For SQFI and Food Safety Auditors:

Exemplar Global will require auditors to provide notification if their qualification is withdrawn/suspended by a Certification Body and/or a Certification Program Owner for one of several scopes (product categories) for GFSI or other program owners for reasons related to their scope of registration to Exemplar Global. Auditors will provide the reason of such withdrawal/suspension for Exemplar Global to investigate and review auditors' registration accordingly.

For all Other Certifications:

Exemplar Global will require auditors to provide notification if their qualification is withdrawn/suspended by program owners for reasons related to their scope of registration to Exemplar Global. Auditors will provide the reason of such withdrawal/suspension for Exemplar Global to investigate and review auditors' registration accordingly.

4 Auditors' Declarations

Exemplar Global will require auditors to proactively declare their registration to Certification Body(ies) they are working with and to audit organisations, to confirm commitment to the Code of Professional Conduct and inform them of an escalation process in case of issues.

Contacts

For questions about this Policy, please email Exemplar Global at support@exemplarglobal.org

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Signed by

Full Name:

Address:

Telephone:

Date: