

## Personnel Code of Ethics Agreement

As a Caliber employee or sub-contractor, I am fully committed to upholding and advancing the honour and dignity of the Quality Assurance Certification Program. I acknowledge that I shall:

- Adhere to the highest standards of ethical conduct;
- Remain impartial during the course of the evaluations/audits and not coach or lead applicants;
- Conduct the evaluations/audits in a manner that displays the highest degree of professional behavior, honesty and integrity;
- Commit myself to comply with the rules defined by the certification and inspection body, including those relating to confidentiality, impartiality and conflict of interests.
- Diligently and honestly pursue the objectives of the certification and inspection process;
- Enforce all rules covering evaluation/audit procedures;
- Keep confidential all information obtained or created during the performance of the body's activities including client's personal documentation and results, except as required by law or where authorized by the person.
- Complete a declaration of conflict of interest if any conflicts are identified.

I acknowledge that I have reviewed certification and inspection body policies and procedures and agree to comply with the requirements set forth in the documents.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: Michelle Lee	IBI_CBI-D-10 Personnel Code of Ethics Agreement	Hardcopies are uncontrolled
Approved by: Dave Andre	Version Date: 2018-11-09	Page 1 of 1