

# Code of conduct

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All references in this document are against the latest possible version number. All public documents are published at our website. Questions? Contact us.

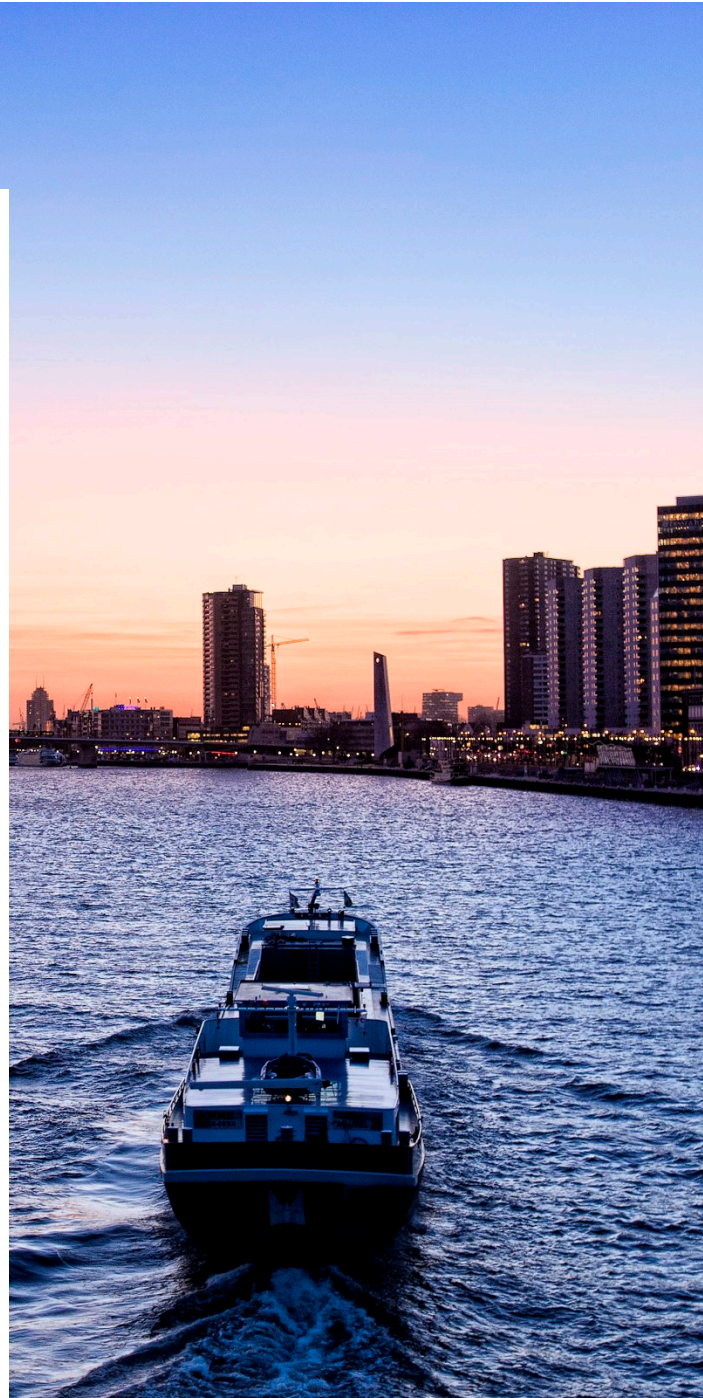
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Code PD.006

Authored by: Giel Tettelaar

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# 1. Definitions

## 1.1

The in this document mentioned terms are defined in RD.004 (EMCI Register list of terms and conditions).

# 2. Purpose

## 2.1

This document regulates how EMCI Register employees are required to conduct themselves when working for EMCI Register. It automatically applies to all EMCI Register board members, contractors, employees, committee members and representatives of EMCI Register.

## 2.2

When referring to 'employees' in this document the following people are meant:

- Board members
- Committee members
- Contractors
- Employees
- Representatives of EMCI Register
- Anyone appointed by the board for a EMCI Register related function

## 2.3

All employees must sign the code of conduct.

# 3. Impartiality

## 3.1

Employees of EMCI Register will always act entirely impartial in the job they are doing.

## 3.2

Employees may not accept gifts or compensation, directly or indirectly, in any format from anyone other than EMCI Register.

## 3.3

Employees may never use information belonging or relating to EMCI Register to affect a certification process with partisan or impartial intentions.

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### 3.4

If employees find themselves in a situation which may lead to a conflict of interest for the employee or EMCI Register the employee shall recuse themselves from that situation and report it to EMCI Register.

### 3.5

Employees will report any past or present association with any company or body that was involved in the following activities for as far as they fall within the product scope and domain of EMCI Register:

- A supplier or designer of products, or
- A provider or developers of services, or
- An operator or developer of processes

### 3.6

EMCI Register employees must reveal any situation known to them that may present them or the certification body with a conflict of interest

### 3.7

Employees shall not be used to review or make a certification decision for a product for which they have provided consultancy for a period of 1 year.

## 4. Confidentiality

### 4.1

Employees will keep any information acquired from working for EMCI Register confidential except as required by law or by the certification scheme.

### 4.2

Employees are not allowed to acquire and handle information for which they are not authorized.

### 4.3

Employees will not download or access EMCI Register company documents and information from public computers and may use public networks only if connected via VPN.

### 4.4

Employees will not share detailed or case-specific information regarding their work with non-authorized persons/legal entities.

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## 5. Working environment

### 5.1

Employees must always show integrity and professionalism when working for EMCI Register.

### 5.2

Employees should, whenever possible, use the collaborate knowledge of EMCI Register and work together. This must be done, within the limits of your scope of work and the sensitivity of the material you are handling.

### 5.3

Employees must keep the working environment safe and friendly. Inappropriate behavior, insubordination, sexual advances, racism or abuse will not be tolerated in any format.

### 5.4

Employees must follow all EMCI Register rules and policies at all times when working for EMCI Register including those relating to confidentiality and independence from commercial and other interests.

### 5.5

Employees must stick within their designated tasks and limitations.

### 5.6

Employees must comply and stay within the local laws and regulations at all times when working for EMCI Register. Failure to do so can lead to legal action by EMCI Register.

### 5.7

Employees must abide by their superior's instructions at all times and may never place themselves in an unsafe situation.

### 5.8

Employees may never be under the influence of any substance when working for EMCI Register.

### 5.9

If employees are aware of violations of this code or the rules of EMCI Register they must report it to the board. Employees may not be fired solely for the reporting of a violations unless this was done in bad faith.

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#### 5.10

EMCI Register employees must comply with the rules defined by EMCI Register, including those relating to confidentiality and independence from commercial and other interests.

#### 5.11

If a EMCI Register employee detects a (potential) nonconformity or any other deviation to any EMCI Register rule, regulation or document, the employee is hold to inform the board. The notification of the board must be done per email. The employee is allowed to notify the impartiality committee if to his/her opinion the board does not react appropriately.

## 6. Company and its assets

#### 6.1.

Employees respect the use and existence of EMCI Register property and will not use this for anything outside the scope of the work they are designated to do for EMCI Register.

#### 6.2.

Employees may never sign legal agreements on behalf of EMCI Register unless authorized by legal binding power of attorney, signed by the board, to do so.

#### 6.3.

Employees may never claim to represent a role in EMCI Register for which they are not authorized.

#### 6.4

All personnel involved in certification activities shall have access to the management system documentation and related information.

## 7. Sanctions

#### 7.1.

Employees must hold themselves to this code.

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## 7.2.

If an employee does not hold themselves to this code EMCI Register may apply one of the following sanctions:

- Warning
- Fine
- Suspension
- Firing
- Legal action

## 7.3

EMCI Register will always investigate the violation before applying a sanction.

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## 8. By working for EMCI Register the employee understands the following:

EMCI Register is an independent, nonprofit foundation, operation as professional product certification body. This means, EMCI Register is an accredited and appointed enforcer of international standards and a beacon of trust for the users of our certified products. If we fail in our job products may fail in (potentiality) lethal ways. Working for EMCI Register means I am expected to strive for outperformance and perfection in all work-related product I produce for EMCI Register.

### **Employee**

Name:

Date:

Place:

Signature:

### **Witness one:**

Name:

Date:

Place:

Signature:

### **Witness two:**

Name:

Date:

Place:

Signature: