

	Code of Conduct for Assessors/Technical Experts	Issue No. 1 Revision No. 4 Date: August 2021	F1.08
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Code of Conduct for Assessors/Technical Experts

Team Leaders, Assessors and Technical Experts engaged by MAURITAS to provide services in connection with certification body, inspection body or laboratory assessment are required to confirm formally their willingness to observe and be bound by a code of conduct while performing the duties of a team leader/Assessor/Technical Expert for MAURITAS. Each shall sign a statement in the following format:

Iagree to comply with the code of conduct set out below:
(Name in block letters)

- to comply at all times with the administrative, operational, technical and ethical requirements of MAURITAS;
- to treat as strictly confidential all information including documents received or obtained by me while performing the duties of an Assessor/Technical Expert for MAURITAS and not to divulge such information to any other person or organisation including my employers now and in the future and not to use such information to my personal advantage;
- to report the findings or any part thereof and provide any comments and opinions resulting from assessment activities to the organisation being assessed and to MAURITAS as instructed by MAURITAS and not to disclose these findings, comments or opinions to any third-party unless authorised in writing to do so by both MAURITAS and the organisation being assessed;
- to store all documentation received from MAURITAS or from any organisation with which I am involved as an Assessor/Technical Expert for MAURITAS in a safe and secure manner at all times and, on request, to return such documents to MAURITAS;
- to seek permission in writing from MAURITAS before copying or reproducing any MAURITAS publication or any document supplied to me by MAURITAS and before transferring such documents or publications to a third party;
- to disclose to MAURITAS in writing any relationships or involvement I have had or currently have with the organisation to be assessed on behalf of MAURITAS before undertaking any form of assessment of that organisation;
- to inform MAURITAS in writing, on receipt of a request to carry out the duties of an Assessor/Technical Expert for MAURITAS, of any consultancies that I have provided or am providing to the organisation to be assessed or surveyed for the last three years;
- to inform MAURITAS in writing, of any change in his/her employment status (e.g. change of organisation, change of job position, proceeding overseas for an extended time period, retirement, etc.);
- not to accept any inducement, gift, commission, discount or any other profit from the organisations that I assess on behalf of MAURITAS or from representatives of the organisation or from any other interested person nor knowingly allow Assessors that are members of the team that I may be leading to do so;
- not to act in any way prejudicial to the reputation or interests of MAURITAS;
- in the event of any alleged breach of this code, to cooperate fully in any formal enquiry procedure.

Signature: ----- Date: -----

Engaged as: ----- (Team Leader / Assessor / Technical Expert)