

Code of Ethics & Standards of Conduct (Corporate)

CODE OF ETHICS

I do hereby commit myself to the highest ethical and professional conduct and agree:

1. to accept responsibility in making business decisions consistent with the safety and welfare of the public, and to disclose promptly factors that might endanger the public;
2. to avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist;
3. to be honest and realistic in stating claims or estimates based on available data;
4. to reject bribery in all of its forms;
5. to inform the client of the level of fitness and suitability of the product for his or her own purposes;
6. to seek, accept, and offer honest criticism of business work, to acknowledge and correct errors, and to credit properly the contributions of others;
7. to assist colleagues and co-workers of each member in their professional development and to support them in following this code of ethics.

As individuals, we agree on the following statements:

To the public: I will endeavor at all times to protect the public interest. I will strive to promote my products within the limits of truth and honesty. I will not represent myself as an authority on topics in which I lack competence.

To myself and my profession: I will guard my competence and effectiveness as valuable assets. I will work to maintain them despite changing circumstances and requirements. I will demonstrate the highest personal standards of moral responsibilities, character, and integrity when acting in my professional capacity.

To my colleagues: I will treat my colleagues with integrity and respect their right to success.

STANDARDS OF CONDUCT

The Code of Ethics is a set of ideals that can constitute a pledge for an association member, executive or manager. The Standards of Conduct are intended to extend the code into more specific statements as follows:

Due to my obligation to the public:

- I will not unnecessarily withhold information pertinent to public issues relating to my field of action. I will work to enhance the public's understanding of the above field and its current capabilities and limitations.
- I will not disseminate, nor allow to go unchallenged, false or misleading information that I believe is likely to have significant consequences.
- I will not offer professional information or advice that I know to be misleading, or whose accuracy is beyond my competence to assess.
- I will refrain from acquiring, through my position or special knowledge, for my own or others' use, information which is not rightly mine to possess.
- I will obey the laws of the applicable jurisdictions, and will not counsel nor assist any person or party, to act in any unlawful way. I will inform appropriate authorities if I become aware of illegal actions.

Due to my obligation to myself and my profession:

- I will not knowingly allow my competence to fall short of that necessary to reasonably carry out my duties.
- I will conduct my professional duties in such a manner as to cause no harm to the stature of the profession.
- I will take appropriate action on reasonably certain knowledge of unethical conduct on the part of a colleague.
- I will present my qualifications, expertise or experience, as a professional, giving an accurate and fair image. I will limit my contributions to my area(s) of expertise.

Due to my obligation to my colleagues:

- I will not unnecessarily withhold information pertinent to my work or profession.
- I will give full acknowledgement to the work of others.

- I will endeavor to share my knowledge and skills with my colleagues to achieve successful results for the business in general.

Due to my obligation to my clients:

- I will accept responsibility for my work and for meeting commitments.
- I will guard the legitimate confidentiality of my client's private information.
- I will ensure my client is aware of appropriate expertise and current professional knowledge pertinent to the specific task(s) at hand.
- I will respect my commercial obligation to my clients. I will honor all contractual agreements and confidentiality requirements. I will keep confidential other companies' information, particularly as regards data.
- I will reject work that I feel would be unethical or would use resources that I know to belong to others.
- I will avoid conflicts of interest and will give notice of potential conflicts.

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Code of Ethics (Individuals)

I, employed in Company X, fully aware of the necessity to apply principles of honesty, truth and fair dealings in the business environment, be it on an internal level with my colleagues or on an external level with related parties (customers, suppliers, service providers, etc.) hereby commit myself to the highest ethical and professional conduct and agree :

1. to contribute positively through an ethical behaviour to the activities of Company X ;
2. to accept responsibility in making business decisions consistent with the safety and welfare of the public, and to disclose promptly factors that might endanger the public ;
3. to avoid conflicts of interest whenever possible, and to immediately disclose them to affected parties when they do exist ;

4. to be honest and realistic in stating claims or estimates based on available data ;
5. to reject bribery in all its forms ;
6. to inform the client of the level of fitness and suitability of the product for his own purposes ;
7. to seek, accept, and offer honest criticism of business work, to acknowledge and correct errors, and to credit properly the contributions of others ;
8. to assist colleagues and co-workers in their professional development and to support them in following this code of ethics ;
9. to disclose to management any irregularities that I might be aware of ;
10. to respect rules of confidentiality and fair competition during my employment within Company X and beyond that.