

*International Accreditation Forum, Inc.*



# IAF Policy Document



**Issue 2, Version 2**

**( IAF PL 1:2009)**

This Code of Conduct has been prepared to outline the broad principles of legal and ethical business conduct embraced by IAF. It is not a complete list of legal or ethical questions that may be faced in the course of business, and, therefore, this Code must be used together with common sense and sound judgment. This Code signifies voluntary assumption by IAF members of a standard of conduct that may often be above and beyond the requirements of the law. Acceptance of this Code of Conduct is mandatory for IAF members as a condition of membership of IAF. Failure to abide by the Code of Conduct will serve as a basis for disciplinary action, at the discretion of the IAF Board, up to and including suspension or termination of IAF membership.

Issue 2, Version 2

Prepared by: IAF Executive Committee

Approved by: IAF Members

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### **IAF Member Code of Conduct**

IAF, through its members, has responsibility for the integrity of accredited certification and inspection activities. As such, we are committed to maintaining the trust and respect of our clients and the public at large through unquestionable integrity, honesty and ethical business conduct. IAF members have a responsibility to uphold this dedication to corporate ethics. In addition to the requirements of conduct created by this code, an IAF member shall comply with applicable laws and regulations both domestic and international. The key to the corporate integrity of IAF lies with all of us as follows:

1. An IAF member shall act impartially ensuring that it is independent in judgment and actions and take all reasonable steps to be satisfied as to the soundness of all decisions taken.
2. An IAF member shall act honestly, in good faith and in the best interests of IAF, not engaging in conduct likely to bring discredit upon IAF.
3. An IAF member shall use due care and diligence in fulfilling the functions of an IAF member and exercising the powers attached to its membership.
4. An IAF member shall inform the IAF Board via the IAF Secretary of any conflicts, or potential conflicts of interest, arising out of the fulfillment of its IAF membership duties and the responsibilities of membership.
5. An IAF member shall treat as confidential all information which is
  - i. obtained through its professional access to bodies subject to accreditation (applicable to Accreditation Bodies only);
  - ii. identified by the source from which it was obtained (including IAF) as confidential.

Such confidential information remains the property of the source from which it was obtained; the IAF member shall not disclose it, or allow it to be disclosed to a third party or parties, unless that disclosure is required by law or has been authorized by the person from whom the information was received.

6. An IAF member shall contact the IAF Board via the IAF Secretary if it is in doubt with regard to a specific business conduct question, or would like to report an infraction.

The IAF Board will promptly investigate, in accordance with the IAF Complaints' Procedure, any alleged non-compliance with the Code.

*International Accreditation Forum*

*Member Code of Conduct*

**THE MEMBER, (NAME OF IAF MEMBER)**



on behalf of which this sheet is signed, acknowledges that it has read and understood the IAF Member Code of Conduct, and is committed to abide by the Code in its role as a member of the International Accreditation Forum, Inc.

Name of Person Signing  
Position / Office of Person Signing  
Name of Organisation  
Economy  
Date: