

1. Introduction and scope

This code of conduct will apply to all persons involved with the operation of CIBSE Certification and its certification schemes. This applies to all those in the following roles:

- Directors, i.e. members of the CIBSE Certification Board
- Certification Steering Group members
- Management
- Administrators
- Subcontractors

They are required to confirm their commitment to observe and be bound by the following.

2. Code of Conduct

I will to the best of my ability make all reasonable and practicable efforts to:

- Comply and uphold at all times with the various requirements of:
 - Confidentiality
 - Impartiality
 - Administrative procedures
 - Operational procedures
 - Technical requirements
 - Ethical operation
- Not to divulge any confidential information for personal advantage.
- Obtain permission from the Head of Certification or Certification Systems Manager
 - Before copying or reproducing any information or document supplied to or by CIBSE Certification and before transmitting or transferring such information or documents to any third party.
 - Before disclosing any findings, comments or opinions to any third party and obtain any additional authorisation required from the certified organisation or certified individual where applicable.
- Ensure information amassed as part of my duties, such as, but not limited to, information and documentation (in all its formats and media) associated with my duties will be:
 - Stored safely
 - Kept secure and confidential all times
 - Returned on demand
 - Personal information is maintained in accordance with the requirements of the GDPR
- Disclose to CIBSE Certification, before starting work on any certification activity, any conflict of interest that could jeopardise the confidentiality or impartiality of any certification scheme. These relationships may be in the past or the present.
- Not to accept any incentive, gift, commission, concession or any other inducement from any organisation or representative thereof that may be considered to have the expectation of influencing any certification decision. Any attempt at such influence will be reported to the senior management of CIBSE Certification.
- Treat all persons fairly and with respect and embrace equality of opportunity, diversity, inclusivity and the elimination of discrimination.
- To cooperate fully in any formal enquiry procedure following the breach, or suspected breach, of this Code of Practice.

I hereby commit to abide by the above CIBSE Certification code of conduct.

Signature: _____

Date _____

Print Name: _____

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