

	Conformity Certification Services	Document ID: QCC-CCS-PRS-PO-01
	Personnel Certification Impartiality policy	Issue no: 01
		Issue Date: 18.10.2022

Abu Dhabi Quality and Conformity Council (ADQCC) is the legal entity responsible for Personnel Certification Services; reference to Professional Code of Conduct for employees Working in Government in the emirate of Abu Dhabi, in this Policy and Public Statement refers to these legal entities.

ADQCC Conformity Certification Services Department (CCS) its Top Management, Staff and Sub-contractors fully understand the importance of impartiality in undertaking its Certification activities, and **CCS** will therefore ensure that, in all its dealings with clients / applicants / candidates / certified persons, all employees or other personnel are and will remain impartial. To ensure that impartiality is both maintained and can be demonstrated the following principals have been established.

- **ADQCC Conformity Certification Services Department (CCS)** does not have (and will not form) any relationships with companies who providing services that can be construed as having an impact on the certification activities provided by **ADQCC Certification**.
- **ADQCC Conformity Certification Services Department (CCS)** does not and will not offer any commission, ('finders fees' or other inducements) to any individual or company in respect of referrals of clients / applicants / candidates / certified persons.
- **ADQCC Conformity Certification Services Department (CCS)** will ensure that it is not linked or marketed in any way which links it with the certification activities and will take appropriate action should any such link be identified.
- Certification personnel and others involved in the certification activities are not and will not be put under any pressure and will not be influenced in any way to come to a particular conclusion regarding the result of certification activities.

ADQCC Conformity Certification Services Department (CCS) Impartiality Norms:

- No outsourcing of certification activities, who are already working for that client.
- Adherence to all accreditation and other **ADQCC** policies.
- **ADQCC Conformity Certification Services Department (CCS)** shall not carry-out any other conflicting services other than its core business of certification activities.
- **ADQCC Conformity Certification Services Department (CCS)** shall not employ any professional conflicting its ethical policies.
- **ADQCC Conformity Certification Services Department (CCS)** shall not allow any of its Certification personnel to market the services offered by organization.
- **ADQCC Conformity Certification Services Department (CCS)** shall not allow any of its certification personnel to carry out financial transactions with clients / applicants / candidates / certified persons / sub-contractors.
- All employees of **ADQCC Conformity Certification Services Department (CCS)** shall disclose any situation impairing the business ethics.
- Any unethical practice observed should be notified to the management at the earliest.

Prepared By	Approved By	Signature	Page
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- **ADQCC Conformity Certification Services Department (CCS)** shall not allow any of its personnel to accept any gifts from client / sub-contractor / applicant / candidate / certified person.
- **ADQCC Conformity Certification Services Department (CCS)** direct employees are prohibited from engaging in consultancy activities, which involve the active design / manufacture / supply / installation / servicing / maintenance.
- **ADQCC Conformity Certification Services Department (CCS)** recognizes that the source of revenue is the client / applicant / candidate / certified person paying for certification activities, and that this is a potential threat to impartiality. Therefore **ADQCC Certification** is a self financed independent organization, with a number of controls to ensure that impartiality is retained. To obtain and maintain confidence, it is essential that **ADQCC Conformity Certification Services Department (CCS)** certification decisions are based on objective evidence of conformity or nonconformity, and that any decisions made are not influenced by other interests or by other parties. Decision on granting of certificate are made and signed for by an Authorized person, who was not responsible for such activities, where there are chances of potential conflict of interest **ADQCC Conformity Certification Services Department (CCS)** recognizes that threats to impartiality include the following.
 - Self-interest threats arising from a person acting in their own interest.
 - Self-review threats arising from a person reviewing the work that they have conducted themselves.
 - Familiarity (or trust) threats arising from a person becoming too familiar with or too trusting of another, instead of seeking audit evidence.

Public Statement (as it appears on ADQCC Official website)

ADQCC Conformity Certification Services Department (CCS), its Top Management, Management Representative and Certification Manager, Staff and others involved in the certification activities of Organization fully understand the importance of impartiality in undertaking its Certification activities.

ADQCC Conformity Certification Services Department (CCS) will therefore ensure that in its dealings with clients / applicants / candidates / certified persons or potential clients, all employees or other personnel involved in Certification activities are, and will remain, impartial.

To ensure that impartiality is both maintained and can be demonstrated, **ADQCC Conformity Certification Services Department (CCS)** has identified and risk assessed all relationships which may result in a conflict of interest or pose a threat to impartiality.

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