



NATIONAL ACCREDITATION BOARD FOR CERTIFICATION BODIES (NABCB)

Quality Council of India (QCI), 2nd Floor, Institution of Engineers Building, Bahadur Shah Zafar Marg, New Delhi – 110002
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NABCB Assessor Code of Ethics



BCB 204 – Feb 2015



NABCB, through the members of the Board and other committees, its assessors and its employees, has the responsibility for the quality and integrity of the certification services provided by its accredited certification bodies. As such, NABCB is committed to maintaining the trust and respect of our clients and the public at large through unquestionable integrity, honesty and ethical business conduct.

All NABCB assessors shall uphold this dedication to the basic corporate ethics. In addition to the requirements of conduct created by this code, NABCB assessors shall comply with applicable national and state laws and regulations, both domestic and international (the country in which assessment is being done). The key to the corporate integrity of NABCB lies with all of us as follows:

1. The assessor shall act impartially ensuring that he/she is independent in judgment and actions and takes all reasonable steps to be satisfied as to the soundness of all decisions taken.
2. The assessor shall act honestly, in good faith and in the best interests of NABCB, not engaging in conduct likely to bring discredit upon NABCB.
3. The assessor shall use due care and diligence in fulfilling the functions of an assessor and exercising any powers attached therewith.
4. The assessor shall inform the CEO, NABCB of any conflicts, or potential conflicts of interest, arising out of the fulfillment of his / her duties and the responsibilities as an assessor.
5. The assessor shall remain bound by confidentiality even after opting out/retiring from NABCB's panel of assessors.
6. The assessor shall contact the CEO, NABCB if he/she in doubt with regard to a specific business conduct question, or would like to report an infraction.
7. Impartiality – Each assessor/expert shall disclose his/her past and present associations with the entity to be assessed and/or the group of companies to which it belongs.
8. Conflict of Interest – The assessor/expert shall not witness assessments of those organizations where he/she has been engaged as Consultant in the at least in the past 2 years. Any association with the organization to be witnessed shall be brought to the notice of CEO, NABCB



9. An assessor/expert shall not market himself/herself as NABCB Assessor/Expert for gaining work or misuse his/her position while interacting with CBs/IBs.
10. An assessor/expert shall have no association with any CB/IB, accredited or not and no financial dealing shall take place between assessor/expert and any CB/IB.
11. CBs/IBs generally book accommodation and provide local transport for assessors/experts on NABCB assessments. If in any case a CB/IB is reluctant in doing so, the assessor/expert shall hire reasonable accommodation and arrange for his local transport, and claim reimbursement from NABCB.
12. The assessor/expert shall avoid consumption of alcohol during NABCB assessment visits and in any case not consume alcohol during the assessment or charge it to CB/IB. No personal expenses or laundry bill etc. shall be charged to the client, except for the food expenses.
13. The assessor/expert shall refrain from using his mobile phone during assessments except during breaks.
14. No gifts to be accepted.

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



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Amendment Record

Date **Auth. by** **Description of Amendment**