

### Personnel Code of Ethics Agreement

As a Morrison Hershfield employee, I am fully committed to upholding and advancing the honour and dignity of the Quality Assurance Certification Program, I acknowledge that I shall:

- adhere to the highest standards of ethical conduct;
- remain impartial during the course of the practical evaluation and not coach or lead candidates;
- conduct the evaluations in a manner that displays the highest degree of professional behavior, honesty and integrity;
- commit myself to comply with the rules defined by the certification body, including those relating to confidentiality, impartiality and conflict of interests.
- diligently and honestly pursue the objectives of the certification process;
- enforce all rules covering evaluation procedures;
- shall keep confidential all information obtained or created during the performance of the body's certification activities including candidate's personal documentation and evaluation results, except as required by law or where authorized by the applicant, candidate or certified person.
- if any conflicts are identified, a declaration of conflict of interest will be completed.

I acknowledge that I have:

- Reviewed MH certification body policies and procedures and agree to comply with the requirements set forth in the documents.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: Dave Andre	CBI-D-10 Personnel Code of Ethics Agreement	Hardcopies are uncontrolled
Approved by: Reza Haftchenari	Version Date: 10 December 2015	Page 1 of 1