

	<b>Confidentiality and Fairness Agreement</b>	F/TRG/06 Revision No. 01 Page 1 of 2
--	---	--

**1.0 Confidentiality**

- 1.1 Confidential matters relating to the candidate's assessment and examination-related records and all training records of the candidate.
- 1.2 I will not disclose anything related to the certification activities to the outside world.
- 1.3 I will make sure that this is strictly adhered to and will not be revealed even after leaving the work of the organization.
- 1.4 I will abide by the rules and regulations of the Organization on a daily basis and will not engage in conflict of interest activities.
- 1.5 I don't bring any candidates' transcripts and assessment and exam records to my home for any work.
- 1.6 I will not show any interest in other activities engaged in by other departments of Bao Fu Management Consultants Co., LTD such as testing, calibration and inspection.
- 1.7 I will not verbally pass on any assessments and exam results to candidates. Indicates that no unauthenticated information is passed.
- 1.8 I will not bring any data of applicants, candidates, and certifiers to my home for further work.
- 1.9 I will not participate in any activities that reduce my abilities, such as:
  - a) The standards of training and examination requirements for candidates are contradictory
  - b) Violating the law, such as using alcohol or anything similar
  - c) Violation of written procedures and policies
  - d) Violation of the Code of Conduct and Code of Ethics for Certification Activities
  - e) Pass on unverified information to candidates or certifiers
- 1.10 I will keep all records by category and will not have any interest in reviewing the secret, confidential, and strictly confidential records of the organization.
- 1.11 During the exam, I will not have any interest in knowing the candidate's name.
- 1.12 I will maintain the security and confidentiality of the exam materials.

**2.0 Fair**

- 2.1 I will follow all the rules related to impartiality in my daily work to maintain impartiality.
- 2.2 I will be impartial when dealing with applicants/candidates/certifying personnel.
- 2.3 A certificate can only be issued to the certified person after approval from the authorized person to ensure that there is no dominance of interest.
- 2.4 I will make sure that I do not (and will not form) any relationship with the applicant/candidate/certifier or do not give any impression that if an individual is trained by BaoFu, then he will be given priority to get certified and complete the exam with good grades, etc.
- 2.5 I will declare any proposed relationship, if any, with the applicant/candidate/certifying person and accept that management will undergo an impartiality risk assessment before formally establishing that relationship.
- 2.6 I declare that any current relationship with the applicant/candidate/certifying officer will be evaluated on a regular basis to ensure that the relationship does not affect the impartiality of the person's certification activities.
- 2.7 I will not receive any commission ("intermediary fee" or other inducement) for the provision of personnel certification services to the referral applicants/candidates/certification personnel.
- 2.8 I will not recruit anyone whose relatives work in a place where services are provided.

	<b>Confidentiality and Fairness Agreement</b>	F/TRG/06 Revision No. 01 Page 2 of 2
--	---	--

- 2.9 I will comply with all certifications and other policies of Bao Fu Management Consultants Co., LTD relating to impartiality.
- 2.10 I will not hire any professionals who conflict with their ethics policies.
- 2.11 I will not have any type of financial transaction with applicants/candidates/certified personnel for personnel certification.
- 2.12 I will disclose any circumstances that harm business ethics.
- 3.0 Safe**
- 3.1 I will maintain the exam structure and network security.
- 3.2 I will keep the exam materials confidential and secure and will not show any interest in them and will not carry them with me at home or outside of Bao Fu.
- 3.3 I will follow the policies and guidelines referred to in Security Policy E/INC/05.

I have read the above-mentioned rules of confidentiality, impartiality and security of the Organization. In my day-to-day work, I will definitely follow the same practice.

---

**Sign :**

**Job title:**

**Date of signing :**