

# FS Declaration of Commitment with: Impartiality Responsibility and Confidentiality



The undersigned hereby agrees through contractual arrangements or collaboration invitation with 3cert, to perform work for 3cert according to this Code of Conduct related to expected behaviour, conflict of interest disclosure, objectivity as base of the certification process and nondisclosure of any confidential information.

## I. Desired Behaviour:

- a. ethical, keep a fair, truthful, sincere, honest and discreet oral and written communication;
- b. open-minded, assess without preconceived ideas, but open to alternative ideas or points of view;
- c. diplomatic, use appropriate vocabulary and tone when interacting with the customer;
- d. collaborative, effectively interacting with the project leader and all the audit team;
- e. observant, consciously keep the focus on the tasks and avoid distractors (i.e., cell phone) during visits;
- f. perceptive, apply empathy in interactions with the client;
- g. versatile, ready to adapt to cultural differences and other different situations;
- h. tenacious, willing and focused to perform all the necessary activities to complete the assigned tasks on the assessments;
- i. decisive, capable of reaching timely conclusions based on logical reasoning and analysis of facts and data;
- j. self-reliant, capable of independent audit management;
- k. professional, keep interactions strictly in business level, avoiding awkward situations and private or controversial conversations;
- l. morally courageous, willing to act responsibly and ethically even though these actions may not always be popular and may sometimes result in disagreement or confrontation;
- m. organized, exhibiting effective time management, prioritization, planning and efficiency.

## II. Impartiality:

- a. I will perform all my tasks and duties in a non-discriminatory manner.
- b. I am not biased towards the client in any way (e. g. through personal or financial relationships, personal attitude, etc.).
- c. All the decisions I make are independent and free of influence or direction of other persons and/or institutions.
- d. During the last 2 years, I have neither directly nor indirectly nor on behalf of an employer contributed to the implementation or maintenance of the management system of the company to be audited, nor have I advised this company and/or conducted internal audits. Additionally in case of assignments of ISO 13485 related activities, I have neither directly nor indirectly nor on behalf of an employer involved in the design, manufacture, construction, marketing, installation, servicing or supply of the medical device, or any associated parts and services or involved in the design, construction, implementation or maintenance of the quality management system being audited or be an authorized representative of the client organization, nor represent the parties engaged in these activities.
- e. In case of conflict of interest, I will immediately inform the management of 3cert and take measures to resolve the conflict of interest. (Note: Reasons for a conflict of interest may include threats from self-interest, self-review, familiarity (or trust), intimidation, advocacy or competition).
- f. I will immediately report any external activity that could result in the impartiality of 3cert being compromised or diminished, including any situation that may affect the impartiality and independence of my decisions.

## III. Responsibility:

- a. I will act professionally and ethically at all times.
- b. I will faithfully represent the interests of the 3cert.
- c. I will not act in a manner that could somehow harm 3cert, the client or any other interested party.

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- d. I will comply with the requirements of the ISO/IEC 17021-1 standard and 3cert management system in the processing of certification audits. This includes strict confidentiality and independence from economic or other interests in past or future relations with the company to be certified.
- e. I will not use information obtained during audits for personal gain.
- f. I will not conduct audits for which I do not possess the required skills, knowledge or experience, formal designation or responsibility.
- g. I conduct audits only in a language that I am proficient in. Otherwise, I will use the assistance of an interpreter/translator.
- h. All my actions in the certification process will always be supported by sufficient objective evidence.
- i. If one or more of the requirements are not met, I will immediately inform the management and the client. I will immediately inform the management and will not pursue the task in question until an appropriate decision has been made and documented.
- j. I will immediately report any violation of this statement to management.

#### IV. Confidentiality:

- a. I will not disclose information obtained during audits, orally or in writing, to any third party, including the accreditation body, unless authorized in writing or required by law.
- b. I will not pass on any confidential information, which I have received through my work for 3cert, to third parties without explicit permission.
- c. Upon termination of contract, employment or relation with 3cert, for any reason, I agree to immediately return all equipment, documents and records to the organization, without making any copy, and shall agree to return all such documents and all other notes, written records, photographs, all copies and abstracts of any materials made by themselves or made available to them relating to 3cert or its clients that are in my possession or under my control.

By signing below, I agree to all articles above and acknowledge the information contained herein. This document does not supersede any similar documents signed in accordance with the terms of contractual arrangement by 3cert, including but not limited to the Code of Conduct, and in such cases where there may be a conflict, 3cert's form(s) shall prevail.

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Name, Function

Place

Date

Signature