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Code of Conduct For CEEQUAL Scheme Assessors		Date:	24/06/2019
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1. Introductions

- 1.1. This document is the Code of Conduct for CEEQUAL.
- 1.2. The Code of Conduct sets out the principles that must be followed and applied by all CEEQUAL Assessors.

2. Purpose

- 2.1. The purpose of this Code of Conduct is to set out the rules and standards of professional conduct that are expected of Assessors and to inform applicants about the standards of conduct that they can expect from an Assessor.
- 2.2. This Code of Conduct aims to promote:
 - 2.2.1. the best standards of practice and professional behaviour by Assessors; and
 - 2.2.2. confidence in the integrity of the Scheme, Assessors and assessments which have been Certified.

3. Application

- 3.1. Assessors must ensure that they understand and comply with this Code of Conduct and any accompanying guidance.
- 3.2. A failure to comply with the Standards set out in the Code of Conduct or guidance will generally lead to either a suspension or revoking of Assessor status and Scheme qualification.

4. Personal and Professional Standards

- 4.1. Assessors must at all times:
 - 4.1.1. act with integrity;
 - 4.1.2. be honest and trustworthy;
 - 4.1.3. be open and transparent in their dealings;
 - 4.1.4. be professional, courteous and polite in their dealings with all stakeholders;
 - 4.1.5. assist BRE Global Limited in any disciplinary inquiry involving another Assessor or Verifier;
 - 4.1.6. comply with the requirements of the Scheme to which they are qualified.
- 4.2. An Assessor must not engage in conduct that:
 - 4.2.1. damages the reputation of other CEEQUAL Assessors or Verifiers;
 - 4.2.2. damages and/or misrepresents BRE Global Limited or BRE Group; or
 - 4.2.3. diminishes public confidence in the Scheme

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4.3. Failure to comply with Clause 4 is considered to be a major transgression from compliance with this Code of Conduct.

5. Skills and ability

5.1. An Assessor must:

- 5.1.1. only act if competent to do so;
- 5.1.2. carry out their work with reasonable skill and care;
- 5.1.3. maintain their professional knowledge and skill by participating in Continual Professional Development (CPD) and recording the outcomes; and
- 5.1.4. observe and keep up to date with laws and statutory codes of practice that affect their work.

6. Conflicts of interest

- 6.1. An Assessor must not give or accept any inducement, gift or hospitality that may affect or may be seen to affect their judgement.
- 6.2. If, during the course of an assessment an unforeseen conflict of interest arises, the Assessor must immediately inform BRE Global Ltd.
- 6.3. If a risk of conflict arises, it must be managed in accordance with any guidance issued by the Certification Scheme.

7. Advertising

- 7.1. Assessors may only promote and advertise their Assessor status in a clear, honest and lawful manner.
- 7.2. Any advertisement placed by an Assessor must comply with the scheme standards (where applicable) and with statutory and national standards to ensure that all advertisements are legal, honest and truthful and that they are clearly identifiable as an advertisement.

8. Marketing

- 8.1. CEEQUAL Assessors (when marketing and bidding for CEEQUAL assessment services) must operate under fair and honest sales practices.
- 8.2. Assessors must not:
 - 8.2.1. engage in any commercial practices that are misleading or likely to mislead;
 - 8.2.2. use physical force, harassment, coercion or undue influence;

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- 8.2.3. be party to charging fees that are discriminatory or excessive;
 - 8.2.4. exploit the trust, vulnerability or lack of experience of clients or applicants; or
 - 8.2.5. encourage or condone unsafe or harmful practices.
- 8.3. If CEEQUAL Assessors offer clients or applicants other services and/or products, they must:
- 8.3.1. act lawfully and responsibly in sending clients/applicants details of those services and/or products; and
 - 8.3.2. declare any financial benefit that they may receive as a result of clients/applicants using those services and/or products.