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eQualified Industry-Managed Code of Conduct

Administered by the Performance Review Institute (PRI), eQualified is an industry-managed program which leverages the combined knowledge of industry experts to develop and maintain special process *Bodies of Knowledge* and *online examinations*. As an industry-managed program eQualified participants must adhere to the PRI Code of Conduct which can be found at:

www.eAuditNet.com Resources – Documents – General Documents

The PRI Code of Conduct and any additional eQualified specific criteria apply all meetings and activities undertaken as part of the program:

- Antitrust
- Personal Code of Ethics and Conflict of Interest
- Neutrality
- Export Control
- Safeguarding of eQualified examinations

Expanding upon the guidelines detailed in the PRI Code of Conduct, particular attention must be paid in the following areas:

Antitrust

- Associations by nature involve communications or activities among members who are business competitors.
- Extreme care must be exercised to avoid policies, programs, dialogues, or pursuits which could be seen as having an intention or result of restraint of trade.
- Conscientious antitrust compliance and fairness to participants demand that association meetings be conducted properly.
- Only legitimate subjects for association discussion should be undertaken.
- Chairpersons have been instructed that parliamentary rules and procedures should be followed at all meetings.

Personal Code of Ethics and Conflict of Interest

- All individuals (Subscribers, Suppliers, Staff, Consultant Reviewers, etc.) involved with the eQualified activity shall exhibit acceptable professional standards of conduct and uphold and advance the integrity of eQualified.
- Each individual is expected to exercise impartial professional judgment to assure confidence in the integrity of eQualified by avoiding conflicts related activities.
- When a competing interest has the potential to preclude or impair exercising one's independent professional judgment or unreasonably jeopardize the integrity of the eQualified activity, the individual should disassociate themselves from that particular activity.
- Any person associated with the eQualified activity who believes that continued participation by any other person may jeopardize the integrity of eQualified should bring the matter to the attention of the eQualified Management Council.
- All eQualified Staff, its Consultant Reviewers, eQualified Management Council and Panel / Review Board Members shall maintain proprietary or confidential information with which they become familiar as a

result of their exposure to the supplier and/or reports during the accreditation process appropriately. Information of this type shall not be shared with individuals or organizations having no right to this information.

- All individuals associated with the eQualified development and review process shall avoid using undue influence or personal conversation to influence the audit results or the review process.

Neutrality

- In keeping with the original spirit and purpose of the eQualified program, all eQualified meetings and related activities are to be conducted for the benefit of the aerospace industry as a whole. Activities sponsored by any individual eQualified participant in conjunction with an eQualified meeting or eQualified-sponsored event, including but not limited to promotional events (hospitality suites, receptions, site tours, etc.) distribution of marketing materials, etc. are discouraged by eQualified leadership and the eQualified Management Council. To the extent that a supplier engages in such activities and those activities interfere with the objectives of the eQualified program, the supplier may be asked to limit/modify/refrain from such activity.

Export Control

- The eQualified process recognizes the need to control Export Controlled material and information as an integral part of the overall process. This includes information which is shared or presented during eQualified meetings, conference calls and in discussions between meeting attendees. All attendees must take precautions to ensure that no information or material which is controlled under any Export Control regulations is included in any presentations or discussions during the eQualified meetings.
- If you are unsure whether the information you are working with is Export Controlled or not, you must contact the organization responsible for the information to find out whether the information is controlled or not, then act accordingly. The most common Export Control regulation we deal with is the ITAR/EAR regulation.

Safeguarding of eQualified examinations

According to PD6000 (Governance & Administration of eQualified Program) eQualified Subscribers must:

- Commit to safeguard the integrity of the examination content through secure storage and non-distribution

Failure to do so could result in the revocation of Subscription rights.

For more information or if you have any questions, please contact:

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