

USB Certification has been founded by professionals, who have experience about quality, environment, work health and safety and food management systems.

The most unique and different aspect of USB Certification is that it provides third party audit services that is ethical, impartial and creates added value on behalf of customers and related organizations.

USB Certification will sign every contract in terms of ethical conditions that are required by accreditation foundations and authorities (T.C. TARIM VE ORMAN BAKANLIĞI, GOTS, Textile Exchange, BRCGS, IFS etc.) as a part of the requirements in accreditation process.

USB Certification's owner and staff cannot participate in the certification process if he/she has a relationship (commercially, financially or as a consultant) with the applicant party.

USB Certification has policy and procedures that can differentiate the certification actions from every other action that it is involved.

USB Certification staff is free from any commercial or financial related external pressure that can affect the results of certification actions of the applicant organization or a certified organization due to their impartial nature.

Every person involved in the certification process is obliged to sign a "*Confidentiality and Service Commitment*" indicating that they have no connection (commercial, financial, as consultant, etc.) with the applicant organization. As USB Certification, we ensure that we act with ethical awareness at every stage of certification activity.

### **Ethical Declaration about Audit**

If an USB Certification auditor has provided service such as training, consultancy, design, maintenance, operation or sales to an organization, he/she cannot participate in the audits of that organization for two years. All USB Certification auditors are under a commitment to maintain their impartiality by signing the "*Confidentiality and Service Commitment*".

In third party conformity assessment areas, staff are not remunerated per audit/surveillance/inspection/analysis/review/certification decision and do not operate contrary to the general accreditation requirements of impartiality and independence.

### **Ethical Declaration about Training Services**

USB Certification will be able to organize open or inhouse trainings, with or without internal accreditation, for an accredited training organization or by itself. If a USB Certification auditor has conducted an internal training activity for an organization, he/she cannot participate in the audits of that organization for two years. All USB Certification instructors are committed to maintaining impartiality by signing the "*Confidentiality and Service Commitment*".

### **Ethical Declaration about Certification Decision**

If the certifier or the person/people who are assigned by the certification committee has performed any audit, training or consultancy activity during the application process or for the certified organization within the last two years, they cannot take the certification decision for that organization. All the certifiers and the person/people assigned from the certification committee are committed to protecting their impartiality by signing the "*Confidentiality and Service Commitment*".

### **Ethical Declaration about USB Certification Staff**

All USB Certification staff fully implement the accreditation rules, relevant regulations, and standard conditions.

All staff members who see, know, or believe that an employee violates the ethics policy of USB Certification is obliged to report this situation to the management. This reporting will be a written statement, ready to be present in the internal audit and audits of accreditation bodies. Each USB Certification staff member will

declare in written statement that they understand the accreditation rules, relevant regulations, and standard terms. All USB Certification staff members are committed to maintain their impartiality by signing the "*Confidentiality and Service Commitment*".

### **Ethical Declaration about Accreditation Bodies**

USB Certification uses accreditation only in terms of the accreditation requirements. USB Certification prevents the use of false, directive, or unauthorized statements regarding accreditation. If there is a suspension or withdrawal of accreditation, USB Certification will cease the use of all advertising materials for which accreditation is specified and will notify its customers about this situation.

### **Services Not Offered by USB Certification:**

Services are not provided in the following subjects;

- Consultancy services for certification and its maintenance,
- Consultancy services for the design, implementation, or maintenance of quality systems,
- Designing, manufacturing, supplying, installing, purchasing, owning, operating or maintaining the items inspected and products/systems audited/controlled,
- Jeopardize the objectivity of the certification process and the objectivity of the decision process.

Even if USB Certification does not provide the services listed above, if and when it works with external subcontractors, it is committed to maintain its impartiality by signing the "*Confidentiality and Service Commitment*" with auditors/trainers/committee members etc. who are subcontractor.

### **Ethical Declaration about Relationship of Interest**

USB Certification will be far from any activity that would qualify as a "Relationship of Interest". Such as;

Advising or declaring that certification will be easier or cheaper if specific consulting or training services are received.

Co-marketing the consultancy service of a specific organization and the certification service which is offered. Do not create the impression, in writing or verbally, in any promotional material that these two activities are together.

USB Certification requires that relevant institutions and auditors auditing on behalf of USB Certification to avoid any activity that can be deemed or perceived as a "conflict of interest".

USB Certification has met the liabilities arising from its own studies and/or activities and has made adequate arrangements to include professional liability insurance in terms of the accreditation regulations.

USB Certification undertakes to protect its impartiality by having all its staff and external auditors/external trainers/committee members etc. sign a "*Confidentiality and Service Commitment*" if it works with external subcontractors. In addition, explanations regarding the above-mentioned articles are explained in the contracts of all certification programs.

**Nesrin SERİN**

**Founder & CEO**

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