

COMPANY DP AUTHORITY CODE OF CONDUCT

1 Professionalism

An IMCA Accredited Company DP Authority must have a sound foundation in the general knowledge of his/her profession, in addition to appropriate and adequate experience to conduct his/her specific work as a Company DP Authority. He/she must keep up to date in his/her technical training and knowledge.

2 Objectivity

An IMCA Accredited Company DP Authority must adopt an objective approach in all aspects of his/her work.

3 Integrity

An IMCA Accredited Company DP Authority shall:

- Not be influenced by outside pressures
- Seek to reach agreements based on objective conclusions

4 Client Relations

An IMCA Accredited Company DP Authority will:

- Never bias or modify his/her professional opinions for personal gain or in response to any form of pressure from whatever source
- Only undertake to review trials, audits or surveys for which he/she is properly qualified
- Accept arbitration when all parties involved agree to this method of solving disputes
- Recognise that his/her first duty is to his/her employer and endeavour to sustain an open relationship with clients/contractors and fellow DP Practitioners whilst always observing professional integrity

5 Professional Relations

An IMCA Accredited Company DP Authority will:

- Co-operate with colleagues (where necessary) to achieve DP assurance objectives
- Ensure strict confidentiality over information received from third-parties
- Follow and comply with the guidance produced by IMCA

6 Non- Compliance

An IMCA Accredited Company DP Authority will bring to the attention of the accreditation body instances where an IMCA Accredited DP Practitioner is not observing this Code of Conduct.

7 Personal Conduct

An IMCA Accredited Company DP Authority will not practice during a period when his/her judgement is or might be impaired through any cause and will endeavour to avoid actions which lead to the discredit of his/her own professional reputation.

8 Relationship Between the Code and the IMCA Accredited Company DP Authority

When the accrediting body is informed of an IMCA Accredited Company DP Authority non-compliance with the Code of Conduct, this will be investigated, and the person will be given the opportunity to offer a defence or appeal. Depending on the extent of non-compliance, an IMCA Accredited Company DP Authority may have his/her accreditation suspended or permanently withdrawn. Minor failures may be dealt with by written warnings. However, repeated minor non-compliance can be considered grounds for suspension or expulsion.

9 Maintaining Accreditation

As part of the Code of Conduct, an IMCA Accredited Company DP Authority is expected to follow the scheme revalidation programme. This programme enables an IMCA Accredited Company DP Authority to demonstrate how they maintain their standards and competence levels. It is a requirement of the Company DP Authority to provide evidence of compliance against the published scheme. The cost of the revalidation programme is borne via the annual renewal fee.