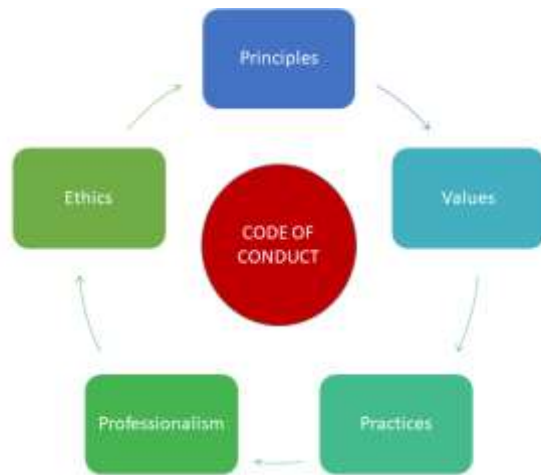


India Quality Association

(Code of Ethics and Professional Conduct)



CODE OF ETHICS | KNOWLEDGE & SKILLS | PROFESSIONAL CONDUCTS

Introduction

India Quality Association (IQA) is established based on certain fundamental values and principles. It is utmost important that the members of IQA maintain professional conducts and follow certain ethical practices to keep these fundamental values alive.

Also, the characteristics of a true professional is the ethical conducts and integrity apart from competency. Inculcation of such practices within the members of an organization helps in the professional growth of the organization including its members and improves the confidence of its stakeholders and the society as a whole.

Objective

This “*Code of Ethics and Professional Conduct*” defined by IQA is a set of fundamental principles and practices to guide the actions of its members. This is formulated by the steering committee of IQA and applicable to all its members.

Every member of IQA including those working in the Boards or working as office bearers of IQA are bound to observe and comply with this ‘Code of Conduct’ while discharging the professional duties as a member of IQA.

Professional responsibilities

The members are expected to maintain absolute integrity and devotion while discharging the duties as a member of IQA at all times and is bound to conduct himself / herself in accordance with this document. The member should not only be honest in its activities associated to IQA but also conduct himself / herself in private life in a manner that his / her actions are not questioned on suspicion of dishonesty and lack of integrity. Member should not indulge in corruption /malpractices and other irregularities which will or has the potential to malign the image of IQA.

Stakeholder Care

IQA member must maintain the relationship of confidence and trust with every stakeholder of IQA and provide objective advice and acknowledge the cultural norms and values of the stakeholder. The member must be honest, professional, diligent and respectful and conduct himself with due care and in a timely manner while dealing with the stakeholders of IQA.

Conflicts of Interest

The member must avoid conflicts of interest. A conflict of interest exists when a personal interest or activity interferes or appears to interfere with the duties that the member perform including the existence of any financial or non-financial benefit the member may receive as a result of the relationship with a stakeholder or an assignment. A conflict of interest may unconsciously influence even the most ethical person and the mere appearance of a conflict may cause the member’s acts or integrity to be questioned. The member must disclose all such potential or actual conflict of interest in writing.

Confidentiality

Member must preserve the confidentiality of information pertaining to any stakeholder/customer during the dealing with anyone as a member of IQA and always maintain this as required by law. Members are trusted with maintaining the confidentiality of valuable information.

Compliance with Laws and Regulations

Member must comply with the laws, rules and regulations of the countries in which it operates. He / She must comply with all applicable laws, rules and regulations when performing the duties as a member of IQA.

Work within limits of Knowledge and Skills

As a member of IQA while dealing with any stakeholder or while executing any duties, he / she must work within the scope of his / her individual knowledge and skills and advice only in relation to the specified matters.

Gifts and Entertainment

A gift or favor should not be accepted or given if it might create a sense of obligation, compromise your professional assignment or create the appearance of doing so. In deciding whether a gift is appropriate, you should consider its value and whether public disclosure of the gift would embarrass you or IQA.

Other Intellectual Property

As a member, the things you create for IQA belong to IQA. This includes ideas, improvements, inventions, discoveries, software programs, artwork and works of authorship. This work product will remain as IQA property if it is created or developed, in whole or in part as a part of your duties in IQA or through the use of IQA resources or information.

Personal Activities

IQA understands the need for balance between work, personal and family life, and IQA encourage members to be involved in their communities. However, members should not impose their personal beliefs or opinions on other members or represent their personal opinions as those of IQA. You may keep your personal activities outside of IQA activities.

Political Activities

Political activities must be conducted on your own time and using your own resources. You must not promote any political or personal views or beliefs (including by posting or distributing promotion or other materials) on or around IQA communities about any political parties or ideology.

Public Relations

All information disclosed outside about IQA must be accurate, complete and consistent, and disseminated in accordance with IQA policies. We all are members of IQA, if someone asks for information pertaining to IQA must be notified to IQA board. IQA will ensure that the correct procedure is followed for disclosing such information. Please do not attempt to answer these questions yourself.

Member Declaration

I declare that I will perform my duties as a member of IQA with integrity and care. I will comply with this “**Code of Ethics and Professional Conduct**” formulated by IQA as applicable to me. In this way, I will uphold the fundamental values and principles of IQA.”

Name: < Name of the Member >

Date: NN-NN-NNNN