

SOP No.	CP-14.03	Supersedes SOP No.	CP-01-14.02	Effective Date	9 July 2012
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				Retirement Date	

Ethics Policy

1. Significant Change(s) from Previous Version

No changes

2. Purpose

This SOP describes standards and guidelines for the ethical conduct of the Council on Professional Registration (Council) Members, Registered Quality Assurance Professionals (Registrants) and Candidates for Registration (Candidates).

3. Scope

This SOP applies to:

- Council on Professional Registration
- Registered Quality Assurance Professionals
- Candidates for Registration

4. Responsibilities

4.1 Council Members, Registrants and Candidates shall maintain the highest standard of integrity and professional conduct regarding all activities and business conducted within the Quality Assurance (QA) profession.

5. Procedures

Council Ethics

- 5.1 It is the policy of the Council to obey all laws and regulations applicable to its activities. Council Members shall exercise the highest standard of ethical behavior and judgment when conducting business on behalf of the Council. Council Members have an obligation to place the interests of the Council ahead of personal interests. Using Council information for personal benefit is strictly forbidden.
- 5.2 Council Members may be privy to confidential information about the examination (e.g., item content and examination composition, as well as examination development and standard setting procedures). Council Members shall not divulge this

confidential information to anyone. Council Members shall safeguard the confidentiality of any nonpublic information in their possession and use such information solely for purposes of Council business. If there are any doubts as to the confidentiality of Council information, it shall be treated as nonpublic information.

- 5.3 The use of sexual pressure, in any way, at any level, shall not be tolerated. Racial or ethnic slurs, epithets and disparaging comments about age, religion, gender, ethnicity or disability are absolutely forbidden while conducting Council business. Gratuities or gifts in connection with a member's term on the Council or Council Committee are acceptable so long as they are given as a matter of courtesy or custom, with no expectation of reciprocation.

Registrants and Candidates Ethics

- 5.4 Registrants and Candidates shall maintain a high level of personal integrity and professional competence.
- 5.5 Registrants and Candidates shall adhere to the highest professional and ethical standards of behavior and judgment when employed in the QA discipline.
- 5.6 Registrants and Candidates shall avoid situations where professional judgment may be compromised.
- 5.7 Registrants and Candidates shall conduct themselves in an ethical manner. See "Examples of Unethical Conduct" below.
- 5.8 Registrants and Candidates shall report any suspected violation of ethics by another Registrant or Candidate to the Council following the procedure in the current version of CP-15.xx.

Examples of Unethical Conduct

- 5.9 Obtaining or attempting to obtain registration or re-registration by fraud, deception or artifice or knowingly assisting another person in the same
- 5.10 Misrepresentation of Registration status, unauthorized use of Registration certificate or falsification of Registration certificate or any other Council document
- 5.11 Unauthorized possession and/or distribution of any official Council testing or examination materials to include copying and/or reproduction of any part of the Registered Quality Assurance Professional examination.

Review and Acknowledgment

- 5.12 Candidates shall review and ascribe to the Ethics Policy in this document as part of the application process.
- 5.13 This policy shall be ascribed to by all Registrants at the time of their re-registration. Registrants shall signify adherence to this policy by signature on the Re-registration form.

6. Other Documents to Consider

- CP-15.xx

SOP Reviewed by:

Signature on file

Elliott Graham, RQAP-GLP
SQA Executive Director

9 July 2012

Date

SOP Approved by:

Signature on file

Tammy White-Barkalow, RQAP-GLP
SQA Board Liaison

13 January 2012

Date