



## **MEMBER CODE OF CONDUCT**

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## **FURTHER INFORMATION**

For further information on this document or other Global Accreditation Cooperation Incorporated (Global ACI) documents, contact the Global ACI Secretariat.

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## 1. INTRODUCTION

### 1.1 Purpose

- 1.1.1 This Code of Conduct has been prepared to outline the broad principles of legal and ethical business conduct embraced by Global Accreditation Cooperation Incorporated (Global ACI). It is not a complete list of legal or ethical issues that may be faced in the course of business, and, therefore, this Code must be used together with common sense and sound judgment.
- 1.1.2 This Code signifies voluntary acceptance by Global ACI members of a standard of conduct that may often be above and beyond other requirements, including the law. Acceptance of this Code of Conduct is mandatory for Global ACI members as a condition of membership of Global ACI.
- 1.1.3 Failure to abide by this Code of Conduct will serve as a basis for disciplinary action, at the discretion of the Global ACI Executive Committee and Members, up to and including suspension or termination of Global ACI membership.

### 1.2 Scope

This Code of Conduct is applicable to all Global ACI members.

## 2. MEMBER CODE OF CONDUCT

- 2.1 Global ACI, through its members, seeks and is committed to the highest level of integrity of accredited conformity assessment activities. As such, Global ACI members are committed to maintaining the trust and respect of their clients and the public at large through unquestionable integrity, honesty and ethical business conduct. Global ACI members have a responsibility to uphold this dedication to corporate ethics. In addition to the requirements of conduct created by this code, a Global ACI member shall comply with applicable laws and regulations. The key to the corporate integrity of Global ACI lies with all members as follows:
- 2.1.1 A Global ACI member shall act impartially, ensuring that it is independent in judgment and actions and take all reasonable steps to be satisfied as to the soundness of all decisions taken.
- 2.1.2 A Global ACI member shall act honestly, in good faith, and shall not engage in conduct likely to harm Global ACI's integrity, reputation or ability to pursue its purpose and objectives and strategies or bring Global ACI into disrepute<sup>1</sup>.
- 2.1.3 A Global ACI member shall not act in an unethical, fraudulent or morally questionable way.
- 2.1.4 A Global ACI member shall be open to and respect differences in beliefs and opinions of other members. A Global ACI member shall seek to maintain and support a collaborative working environment and professional courtesy.

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<sup>1</sup> Such activity might include acting in a manner that is not contributing to trade facilitation, economic development, anti-bribery and anti-corruption, international understanding, peace, prosperity, and universal respect for, and observance of, human rights, or assuming political or religious based positions that may harm Global Accreditation Cooperation Incorporated's integrity, reputation or ability to pursue its purpose and objectives and strategies or bring Global ACI into disrepute.

2.1.5 A Global ACI member shall use due care and diligence in fulfilling the functions of a Global ACI member and exercising the powers attached to its membership. In doing so, a Global ACI member shall be open and transparent in the provision of timely and reliable information to stakeholders.

2.1.6 A Global ACI member shall inform the Global ACI Executive Committee via the Global ACI Secretary of any conflicts of interest, or potential conflicts of interest, arising out of the fulfilment of its Global ACI membership duties and the responsibilities of membership.

2.1.7 A Global ACI member shall treat as confidential all information which is:

2.1.7.1 obtained through its professional access to bodies subject to accreditation or through its professional access to accreditation bodies or Regional Cooperation Bodies subject to evaluation (applicable to Accreditation Body and Regional Cooperation Body members only), or

2.1.7.2 identified by the source from which it was obtained (including Global ACI) as confidential.

Such confidential information remains the property of the source from which it was obtained; the Global ACI member shall not disclose it, or allow it to be disclosed to a third party or parties, unless that disclosure is required by law or has been authorised by the person from whom the information was received.

In the event of a conflict or inconsistency between this paragraph 2.1.7 and of Global ACI member's local laws, the Global ACI member's local laws shall prevail.

2.1.8 A Global ACI member shall contact the Global ACI Executive Committee via the Global ACI Secretary if it is in doubt with regard to a specific business conduct question or would like to report an infraction.

2.2 Any discrimination based on any ground such as sex, race, colour, gender, ethnic or social origin, genetic features, language, religion or belief, political opinion, socio-economic grounds, membership of a national minority, property, birth, disability, age, sexual orientation, or any other forms of discrimination shall be prohibited.

2.3 The Global ACI Executive Committee shall promptly investigate, in accordance with the Global ACI Complaints Procedure, any alleged non-compliance with this Code.

Signature:

Name (in block letters):

Position in Organisation:

Date:

### 3. AMENDMENT TABLE

Section	Previous Version	Summary Of Changes
All	References to (ACRONYM)	References to (ACRONYM) were replaced with the full name of the organisation: "Global ACI"
FURTHER INFORMATION Page 2	Email: secretary@(ACRONYM).org Phone: +1 (571) 569-1242	Email: secretariat@global-accreditation.nz Phone: +1 (571) 569-2614
Section 2 Page 6	-	Added provision for signing GOV-003 as per application forms
All	2.1	Changing Global Accreditation Cooperation Incorporated to Global ACI, including update of Global ACI Contacts