

Impartiality Policy

Centre for Assessment Ltd (CfA) provide an object and fair assessment and certification process. Impartiality is at the core of our business ethos. CfA has put in place procedures, practices and policies to safeguard the impartiality of its activities. We strive to deliver assessment certification services which provide the market place with confidence, while maintaining the professionalism and credibility of not only our own audit and certification processes, but those of the United Kingdom Accreditation Service (UKAS).

Each employee and associate has the responsibility to comply with our process and guidelines in regards to impartiality.

In order to provide a sounding board, and to ensure sufficient weight and importance is attached to the need for objectivity in all that it does, CfA has appointed a formal Impartiality Committee. The Committee has been appointed by the Directors to monitor all aspects of our business activity. All members of the Committee have extensive and value adding experience in the individual sectors which they represent; thus enabling them to guarantee a wealth of knowledge, expertise and integrity to CfA. Any instance where an employee, associate or customer feel there is a threat to impartiality, you are welcome to contact our Managing Director, Stephen Burrows. Our Director has the authority to initiate a full investigation into your enquiry, in conjunction with the Chairman of the Impartiality Committee.

Threats to Impartiality:

We recognise the following as threats to our impartiality:

- Self-interest - threats that arise from a person or body acting in their own interest.
- Self-review – threats that arise from a person or body reviewing their own work.
- Familiarity - threats that arise from a person or body being too familiar with or trusting of another person or entity instead of seeking out objective audit evidence to back up conclusions.
- Intimidation – threats that arise from a person or body having a perception of being coerced openly or secretly, such as threat to be replaced or displaced.

Conflict of Interest:

A conflict of interest is any circumstance where the interest of CfA differs from those of an individual acting on behalf. This may be in the form of an associate performing assessment activity for an entity they have a close business or personal relationship with. This kind of scenario must be eradicated to avoid any influence of the assessor's judgement and lack of impartiality.

We recognise the following scenarios as a conflict of interest:

- An individual auditing a system they have implemented or provided consultancy support to
- Auditing the system of a family member or friend
- Accepting, directly or indirectly, any kind of personal advantage offered by the organisation or individual to be audited

Reviewed and Approved by Committee:

Reviewed and Approved By Director:

