
	Emirates Safety Services LLC	No.	PY03
		Revision No.	0
		Date	01-08-2021
Impartiality Policy Statement			

Emirates Safety Services LLC is the legal entity responsible for personnel certification activities; reference to **Emirates Safety Services LLC** in this Policy and Public Statement refers to these legal entities.

Emirates Safety Services LLC it's Managing Director, Staff and Sub-contractors fully understands the importance of impartiality in undertaking its Personnel certification activities. **Emirates Safety Services LLC** will therefore ensure that in all its dealings with Candidates or potential Candidates all employees or other personnel are and will remain impartial. To ensure that impartiality is both maintained and can be demonstrated the following principals have been established.

- **Emirates Safety Services LLC** Certificates are only issued following a review by an independent authorised and competent member of the management team (who has not been involved in the examination) to ensure that no interest shall predominate
- **Emirates Safety Services LLC** does not offer (and has never offered) training related to personnel certification or any other form of consultancy to candidate.
- **Emirates Safety Services LLC** does not offer (and has never offered) an internal examination service to its certified persons.
- **Emirates Safety Services LLC** does not own or have any interest (financial or otherwise) in any other company that offers certification or training related to personnel certification services.
- **Emirates Safety Services LLC** does not have (and will not form) any relationships with companies who offer consultancy or training or other services that can be construed as having an impact on the certification services provided by **Emirates Safety Services LLC** . Any proposed relationship between **Emirates Safety Services LLC** and any other company will undergo a risk assessment by the Committee for Impartiality prior to that relationship being formalised. Any current relationships with companies, organisations and individuals will be risk assessed on a regular basis to ensure that the relationship does not impact upon the impartiality of the personnel certification process.
- Individuals employed by or otherwise contracted to **Emirates Safety Services LLC** are required to document and record their current and past relationships with all companies. Any situation past or present, which may present a potential conflict of interest, is required by **Emirates Safety Services LLC** to be declared. **Emirates Safety Services LLC** will use the information to identify any threats to impartiality and will not use that individual in any capacity unless they can demonstrate that there is no conflict of interest.
- **Emirates Safety Services LLC** will not allocate a member of staff or sub-contractor to a management system examination where any past relationship has existed. Exceptionally and at the discretion of the Office Manager or Director an individual or sub-contractor may be allocated to a management system examination where a past relationship has existed but there has been no relationship for a minimum of 2 years.
- **Emirates Safety Services LLC** does not and will not offer any commission, ('finders fees' or other inducements) to any individual or company in respect of referrals of Candidates unless:
 1. The terms and conditions of any such referral are clearly established and can be demonstrated and it can also be demonstrated that the fee is for a referral and the fact that a commission has been paid will in no way effect the outcome of an examination.
 2. A risk assessment (to establish the potential for an unacceptable threat to impartiality) has been carried-out on the process through which any such payment is made to an individual or organisation (normally a training institute) requesting the commission for referrals.
 3. All such payments are documented, recorded, and traceable and accompanied by a purchase order and invoice.

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Boby Sreedharan Management Representative	Mohamed Basheer Managing Director		


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- Examiners and invigilators and others involved in the certification process are not and will not be put under any pressure and will not be influenced in any way to come to a particular conclusion regarding the result of an examination.

Emirates Safety Services LLC's Impartiality Norms:

- No outsourcing of Examinations to Training Institutes.
- No Referral Fees to be paid to Training Institutes.
- Facts based communication to Candidates / Training Institutes.
- Adherence to all Accreditation and other **Emirates Safety Services LLC** Policies.
- Emirates Safety Services LLC** shall not carry-out any other conflicting services other than its core business of Certification.
- Emirates Safety Services LLC** shall not employ any professional conflicting its ethical policies.
- Emirates Safety Services LLC** shall not allow any of its Examiners and invigilators to market the services and conduct the examinations for the same candidate.
- Emirates Safety Services LLC** shall not allow any of its Examiners and invigilators to carry out financial transactions with Candidates / Training Institutes.
- Emirates Safety Services LLC** shall not carry-out business with any Training Institutes inducing pressures to compromise impartiality.
- All employees of **Emirates Safety Services LLC** shall disclose any situation impairing the business ethics.
- Emirates Safety Services LLC** shall not allow any of the Examiners and invigilators to carry out examinations for the customer at least for 2 years from the date of relinquishment from their services for the candidate.
- Emirates Safety Services LLC** shall not allow any Examiners and invigilators to compromise on the examination timing as required as per the accreditation / **Emirates Safety Services LLC** norms.
- Emirates Safety Services LLC** shall not allow any Examiners and invigilators to conduct the examination for the customer for which it has not been approved.
- Emirates Safety Services LLC** shall maintain transparency with regard to all information.
- No Examiners and invigilators shall divulge any confidential information of the customer to any third party without written consent from the customer and approval by Director
- No Examiners and invigilators shall carry any customer information with them after the usage period. All customer information shall be returned after usage.
- Utmost care / verification to be carried out for granting the right scope of certification.
- Any unethical practice observed should be notified to the management at the earliest.
- Emirates Safety Services LLC** shall not allow any of its Examiners and invigilators to accept any gifts from customer / Training Institutes.
- Emirates Safety Services LLC** shall not allow any Examiners and invigilators to conduct examination for the organization where any of its family members / close relatives are involved at a decision making position.
- The Management in consultation with Impartiality Committee shall take disciplinary actions for non-adhering to impartiality policies.

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Public Statement (as it appears on Emirates Safety Services LLC website)

Emirates Safety Services LLC, its Director, Managers, Staff and others involved in the Certification of Persons fully understand the importance of impartiality in undertaking its Personnel certification activities.

Emirates Safety Services LLC will therefore ensure that in its dealings with Candidates or potential Candidates, all employees or other personnel involved in Personnel certification activities are, and will remain, impartial.

To ensure that impartiality is both maintained and can be demonstrated, **Emirates Safety Services LLC** has identified, and risk assessed all relationships, which may result in a conflict of interest or pose a threat to impartiality.

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Boby Sreedharan Management Representative	Mohamed Basheer Managing Director		