



Impartiality Integrity and Confidentiality	OP-001
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Date	Person	Changes Made	Revision Number
18/08/2022	MG	Created	001
05/07/2023	MG	Reviewed	002

About this Procedure

'Gilbert Engineering and Inspection Services' have committed to high ethical standards and values. Employees and contractors are expected to act ethically and impartially in the long-term interest of our company and society. It is our policy to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships.

Any employee who breaches this will face disciplinary action, which could result in dismissal for gross misconduct. Any non-employee who breaches this procedure may have their contract terminated with immediate effect.

This procedure does not form part of any employee's contract of employment and we may amend it at any time. It will be reviewed regularly.

Who must comply with this procedure?

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners.

Statement

Persons and organisations external to the company have no undue influence on the outcomes of audits, inspections or examinations.

Management is committed to maintain impartiality in all our services and makes the Declaration of Impartiality available on our website.

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We require personnel, internal and external, as well as any committees to reveal any situation known to them that may expose them or our company to a conflict of interest.

The policies and procedures implemented in ‘Gilbert Engineering & Inspection Services’ are non-discriminatory and not used to inhibit access to its services by applicants. All applicants who fall within the declared fields of operation are afforded access to our services. Access to our services is not conditional upon the size of the customer or association with any group. Financial considerations are not a condition for access, except for the customer’s ability to meet any and all contractual obligations.

‘Gilbert Engineering & Inspection Services’ is fully independent and not linked to any party directly involved in the design, manufacture, supply, installation, purchase, ownership, use or maintenance of the items inspected, tested or certified that could compromise the confidentiality, objectivity or impartiality of its inspection body and certification processes and decisions.

Our Certification shall identify specific impartiality threats arising from its activities, or from its relationships, or from the relationships of its personnel and decide how to minimise or eliminate the risks.

In the event design or consultation is done by ‘Gilbert Engineering & Inspection Services’, threats to impartiality shall be evaluated by management and controlled.

‘Gilbert Engineering & Inspection Services’ management ensures that adequate financial resources are available and accessible in order to implement, maintain and provide services.

Our inspectors and other specialists are provided with the materials, equipment and the organisational independence required to perform their tasks in compliance with national and international standards and business ethics. We record the authors of all documents and records.

‘Gilbert Engineering & Inspection Services’ do not use personnel, internal or external, or buy products/services from direct customers, until we can demonstrate that the risks of threats to impartiality are reduced to an acceptable level.

‘Gilbert Engineering & Inspection Services’ obtains all financial support from customers by the fees we charge for our services. We emphasise competence and impartiality in our culture, policies, procedures and practices for personnel hiring, training, promotion, retention and rewarding. Compensation of our employees engaged in inspection, training, assessment and certification activities does not directly depend on work results nor on the amount of activities carried out.

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'Gilbert Engineering & Inspection Services' accepts payment only from customers and only for services that support our customers' reputation with our own independent technical competence, our neutral requirements-based findings and our certifications.

'Gilbert Engineering & Inspection Services' evaluates the risks arising from our activities and maintains insurance or reserves to cover liabilities arising from our operations.

Inspector Name	Independence Type
Matthew Gilbert	A

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