

## IMPARTIALITY AND CONFIDENTIALITY POLICY CIP/01

### Impartiality Policy

Our Impartiality Policy is the principle holding that decisions are based on objective evidence obtained during assessments, not on the basis of bias or prejudice caused by influence of different interests of individuals or other involved parties. Threats to impartiality are permanently identified, reviewed and controlled for safeguarding Impartiality. Impartiality is mainly assured by independence of staff, competence of hygiene auditors, exercising due professional care in conducting the audits, collection of objective evidence and ensuring independent hygiene rating decisions. Impartiality policies are maintained by strictly following the standard operating procedures which applies to all employees, freelance auditors, the Leadership Team and the Supervisory members.

### Confidentiality Policy

Our Confidentiality Policy to retain all the confidential details, information, document etc.; in a confidential manner. The details generated or obtained through certification activities are held confidentially by Directors. Confidential details mean those which are not available in public domain, and commonness of the sector. To achieve confidentiality in order to get stake holders faith, all the staff auditors and other employees are required to sign a confidentiality agreement and follow it. The access to the various details is channelized and responsibility assigned to personnel.

Approved by

Director

15/11/2023

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